

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

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

**SEPTEMBER 1, 2020**

**MEMBERS PRESENT:** B. Arietta (Chair)\*, D. Bautista (left at 6:34 pm), K. Chin (left at 4:59 pm and rejoined at 5:11 pm), J. Fox (Vice Chair)\*, S. Green, R. Hedges, N. Hsu, K. Kuklin (left at 6:37 pm), S. Lang, J. Londer, P. Ohtaki, D. Reed (arrived at 5:39 pm), M. Rendon  
**(Via Teleconference)**

**MEMBERS ABSENT:** A. Chen, O. O'Neill

**STAFF PRESENT:** J. Hurley, R. McCauley, P. Skinner, D. Hansel, A. Chan, J. Williams, C. Mobley-Ritter, J. Sangha, A. Edwin 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 4:31 pm and he 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 AUGUST 4, 2020**

Motion/Second: Kuklin/Ohtaki

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

Absent: Chen, O'Neill, Reed

**4) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

TA Board Chair Emily Beach commended the CAC on their support of the Board.

**5) TRANSPORTATION AUTHORITY BOARD MEETING AGENDA FOR SEPTEMBER 3, 2020**

**a) TA Board Item 10 State and Federal Legislative Update**

Ryan McCauley, Government and Community Affairs Specialist, noted that the one-eighth-cent sales tax measure was put on the November ballot as Measure RR. He provided details on recent federal and state legislation.

**b) TA Board Item 11 (a) San Mateo County Transit District Shuttle Study Update**

Daniel Shockley, Senior Planner, provided the presentation.

*Ken Chin left the meeting at 4:59 pm*

April Chan, Chief Officer, Planning, Grants/Transportation Authority, said 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.

Peter Ohtaki, said that several cities are setting up TMAs (transportation management associations) and asked how the shuttle study included them. He asked about the potential need for a marketing study to determine emerging trends with shuttle service.

*Ken Chin rejoined the meeting at 5:11 pm*

Mr. Shockley said that they had had many conversations with city staff and asked Daniel Jacobson, Project Manager, Fehr & Peers, to elaborate. Mr. Jacobson said that while every city is grappling with similar challenges, each city has different solutions. He noted that some cities have a strong funding approach for shuttles based on taxes directly from employers and other cities excel in marketing their shuttles to employers, working with organizations like Commute.org.

Naomi Hsu asked about the complexities of the shuttle program from the user perspective. Mr. Shockley said one issue is that there is no central place for users to get shuttle information. Mr. Jacobson said none of the shuttles are on the SamTrans map and one-third are not available on Google Maps. He said 15 percent of shuttle stops do not have direct access to a sidewalk, which is problematic for riders with accessibility needs.

### **c) TA Board Item 11 (b) Alternative Congestion Relief Program Update**

Jennifer Williams, Administrative Analyst II, introduced John Ford, Executive Director, Commute.org, who then provided the presentation.

Jeff Londer noted that the shuttle program was operating at only 14 percent of what it was last year. Mr. Ford said that Commute.org's relationship with the TA allows flexibility.

Ken Chin commended Commute.org's approach to transportation and commuting as being holistic.

Vice Chair Fox said that destinations need to support active transportation, such as providing bicycle parking in front of businesses.

*Dave Reed joined the meeting at 5:39 pm*

Mr. Ford said that commuters need incentive to continue using transit, such as having shuttles to travel the first and last mile.

Rich Hedges said he agreed that transit riders need added incentives. He said that planning is essential to getting people out of their cars.

**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**

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

Vice Chair Fox asked about funding changes. Mr. Skinner said Commute.org was asking for less than last year.

Motion/Second: Arietta/Hedges

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

Absent: Chen, O'Neill

**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**

Arul Edwin, Project Manager, provided the staff report.

Motion/Second: Hedges/Kuklin

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

Absent: Chen, O'Neill

**f) TA Board Item 12 (c) Public Hearing: Adoption of the Fiscal Year 2021 Budget in the Amount of \$212,055,740**

Derek Hansel, Chief Financial Officer, provided the presentation.

Mr. Hedges noted that the market has increased in value and people are feeling freer to spend.

Dave Reed asked about the timeliness of the CDTFA (California Department of Tax and Fee Administration) information. Mr. Hansel said that they get updated information from their consultants.

Mr. Ohtaki asked if he believed the budget forecast was adequately conservative. Mr. Hansel said that the District has operating commitments that it makes when it sets the budget. He said he believed the 2021 budget was appropriately conservative.

Motion/Second: Arietta/Hedges

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

Absent: Chen, O'Neill

**g) TA Board Item 5 (b) Acceptance of Statement of Revenues and Expenditures for July 2020**

Mr. Ohtaki said that the statement represented a considerable decrease year over year. Mr. Hansel said that the numbers are always accrual-based and not actual numbers.

Mr. Reed said that the Governor signed an order that the filing requirement for retailers was extended by a quarter, which is impacting tax revenues.

Sandra Lang asked what "prior actual" referred to. Mr. Hansel said it was an accounting figure that refers to the historical close of sales taxes. He said that the number is variable from month to month and that they do not receive the sales tax receipts until relatively late. He said they accrue funds and then make adjustments.

Motion/Second: Arietta/Reed

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

Absent: Chen, O'Neill

**h) TA Board Item 5 (c) Acceptance of Capital Projects Quarterly Status Report for 4th Quarter Fiscal Year 2020**

Mr. Ohtaki noted that the Menlo Park/Ravenswood grade separation project was missing from the report. Mr. Hurley said that the scope of work for which the funding was allocated is complete and the associated funding has been expended, therefore the TA is no longer reporting on the project.

Ms. Chan said they are waiting for the City of Menlo Park to respond for the next phase of the project.

Mr. Hurley summarized the status of all the interchange projects.

Mr. Hedges asked if any funding had been set aside for the Peninsula Avenue Interchange Project. Mr. Hurley said yes, for the environmental project, but they will need more funding to complete the full environmental phase.

Motion/Second: Reed/Londer

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

Absent: Chen, O'Neill

**i) TA Board Item 5 (a) Approval of Minutes of the Board of Directors Meeting of August 6, 2020**

There were no comments.

**6) REPORT OF THE CHAIR**

Chair Arietta noted that on September 2, 5:30-6:30 pm, there would be a meeting about dedicated funding and governance of Caltrain, co-sponsored by Friends of Caltrain and Seamless Bay Area.

**7) REPORT FROM STAFF**

Mr. Hurley gave an update on the 101 Express Lanes Project. He said that the JPA (San Mateo County Express Lanes Joint Powers Authority) had taken action to approve the \$100 million loan for the Express Lanes project. He said that applications for bicycle/pedestrian projects are due September 21.

*Diana Bautista left the meeting at 6:34 pm*

**8) MEMBER COMMENTS/REQUESTS**

Ms. Lang suggested that project application scoring criteria for bicycle/pedestrian projects should be given higher potential points.

*Karen Kuklin left the meeting at 6:37 pm*

Chair Arietta noted that San Francisco is doing a study on congestion pricing. She also noted that Los Angeles is talking about having transit be free to reduce auto traffic.

Mr. Hedges noted that Los Angeles rapidly expanding its transit framework.

Mr. Londer thanked everyone for their presentations and contributions.

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

Vice Chair Fox announced that the next meeting would be held on Tuesday, September 29, 2020 at 4:30 pm, with teleconference or location details to be provided prior to the meeting.

**10) ADJOURNMENT**

The meeting adjourned at 6:45 pm.