

San Mateo County Transportation Authority
1250 San Carlos Avenue, San Carlos, California
Minutes of Board of Directors Meeting

June 1, 2023

Members Present: E. Beach, N. Corzo, J. Mates, R. Medina (Chair), R. Mueller (arrived at 5:15 pm), M. Nagales, C. Romero (Vice Chair)
(In Person)

Members Present: None
(Via Teleconference)

Members Absent: None

Staff Present: A. Chan, J. Cassman, P. Skinner, P. Gilster, K. Jordan Steiner, J. Epstein, J. Brook, D. Seamans

1. Call to Order

Chair Rico Medina called the meeting to order at 5:01 pm.

2. Roll Call/Pledge of Allegiance

Dora Seamans, Authority Secretary, confirmed that a quorum was present. Chair Medina led the Pledge of Allegiance.

3. Report from Closed Session at May 4 Board Meeting

3.a. Closed Session: Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8

Properties: (1) 50-foot-wide Property Located Directly West of the Caltrain Corridor from 20th Avenue to Approximately 1,000 Feet Past 25th Avenue, City of San Mateo (Portion of APN 035-320-999) and (2) 2777 S. El Camino Real, San Mateo, CA 94403

Negotiators: April Chan and Joan Cassman

Negotiating Parties: Peninsula Corridor Joint Powers Board and the City of San Mateo

Under Negotiation: Price and Terms of Transfer

Joan Cassman, Legal Counsel, said that no reportable action was taken

4. Public Comment for Items Not on the Agenda

There were no comments.

5. Report of the Citizens Advisory Committee

Chair Medina noted that the report was posted on the website.

6. Consent Calendar

6.a. Approval of Minutes of the Board of Directors Meeting of May 4, 2023

- 6.b. **Acceptance of Statement of Revenues and Expenditures for the Period Ending April 30, 2023**
- 6.c. **Acceptance of Capital Projects Quarterly Status Report for 3rd Quarter of Fiscal Year 2023**
- 6.d. **Establishing the Appropriations Limit for Fiscal Year 2024 – Approved by Resolution No. 2023-8**
- 6.e. **Reprogramming and Reallocating \$1.92 Million in Measure A Funds from Savings in the Right-of-way Phase to the Construction Phase of the US 101/Broadway Interchange Reconstruction Project for Landscaping Activities 2024 – Approved by Resolution No. 2023-9**

Regarding Item 6.b, Vice Chair Carlos Romero asked if the negative number on Page 12 was correct. Ladi Millard-Olmeda, Director of Budgets, said the expenditures on the statement reflect the current year, but the budgets are from prior years. She said the Revised Budget Column reflects a budget amendment that was brought to the Board several months earlier to reflect the true-up of sales tax expenditures from Fiscal Year 2022, which is why it shows as a negative amount. Regarding Item 6.c, he complimented staff on the updated format and suggested putting the project status legend at the front of the capital projects quarterly status report (Item 6.c). Peter Skinner, Executive Officer, Transportation Authority, thanked the Vice Chair and said staff welcomed feedback on the new report format.

Motion/Second: Romero/Mates

Ayes: Beach, Corzo, Mates, Medina, Nagales, Romero

Noes: None

Absent: Mueller

7. Report of the Chair

- 7.a **Recognizing Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month and Reaffirming a Commitment to Diversity, Equity, Access, and Inclusion 2024 – Approved by Resolution No. 2023-10**

Tasha Bartholomew, Media Relations Manager, summarized the resolution.

Motion/Second: Beach/Nagales

Ayes: Beach, Corzo, Mates, Medina, Nagales, Romero

Noes: None

Absent: Mueller

Chair Medina announced the annual TA CAC recruitment would end on June 2. He proposed cancelling the July 6 meeting and reconvening in August, and the Board concurred.

Director Ray Mueller arrived at 5:15 pm.

8. Joint Powers Board Liaison Report

April Chan, Executive Director, said that the report was posted on the website. She noted for the 2024 budget capital side, each of the funding partners committed to contributing \$5 million each to support Caltrain.

She remarked on the Caltrain governance MOU (Memorandum of Understanding), which includes a repayment of a certain amount of funding to SamTrans, a shared services agreement, and certain amendments to be made to the real property agreement.

Director Emily Beach asked if there was a deadline to execute the MOU agreement. Ms. Chan reviewed the funding amounts and said the due date was August 4.

Vice Chair Romero asked the Caltrain budget was addressing the loss of revenue. Ms. Chan expressed thanks to the voters of San Francisco, San Mateo, and Santa Clara Counties for passing Measure RR in 2000, which is helping to prop up Caltrain's budget.

9. Report of the Executive Director

Ms. Chan said the report was in the packet.

10. Program

10.a. Program Report: Peninsula Corridor Electrification Project Update

Michelle Bouchard, Executive Director, Caltrain, introduced Sherry Bullock, Deputy Director, CalMod, who provided the presentation.

Director Beach asked if crossing gate downtime had been a challenge for the project. Ms. Bullock said it has been a challenge on the technical front and they are addressing it. She said they need to tailor the software to each individual crossing.

Vice Chair Romero asked if the train sets would be as long as the existing five-car set. Ms. Bouchard said the seven-car sets they will be receiving are essentially the same length as the existing six-car sets and will fit on the existing platforms; however, if they expanded to eight cars, they would need to address platform lengths.

11. Finance

11.a. Public Hearing: Adoption of Proposed Budget for Fiscal Year 2024 2024 – Approved by Resolution No. 2023-11

1. Open Public Hearing

Chair Medina opened the public hearing.

2. Present Staff Report

Ladi Millard-Olmeda, Director, Budgets and Financial Analysis, summarized the staff report.

3. Hear Public Comment

There were no comments.

4. Close Public Hearing

Chair Medina closed the public hearing.

5. Board Discussion and Action

There was no discussion.

Motion/Second: Nagales/Beach

Ayes: Beach, Corzo, Mates, Medina, Mueller, Nagales, Romero

Noes: None

Absent: None

11.b. Programming and Allocation for the San Mateo County Shuttle Program Call for Projects for Fiscal Years 2024 and 2025 2024 – Approved by Resolution No. 2023-12

Patrick Gilster, Director, Planning and Fund Management, presented the staff report summarizing the project being funded.

Motion/Second: Romero/Corzo

Ayes: Beach, Corzo, Mates, Medina, Mueller, Nagales, Romero

Noes: None

Absent: None

11.c. Conveyance to the State of California Department of Transportation of Grant Deeds to US 101/Broadway Interchange Reconstruction Project Properties 2024 – Approved by Resolution No. 2023-13

Janni Baugh, Manager, Real Estate Management and Capital Project Support, provided the presentation on improved real estate parcels.

Director Julia Mates asked Ms. Baugh to explain the significance of the property labels. Ms. Baugh said they are the parcel numbers that will appear on the deed and be transferred to Caltrans (California Department of Transportation). Ms. Cassman said that once a highway project is complete, Caltrans requires local agencies to relinquish any properties acquired for a highway project since they need to be incorporated into the state highway system. She added that since the project construction is complete, the parcels should revert to Caltrans. Director Beach asked if transferring the properties now will have any impact on the landscaping project that is yet to begin. Mr. Skinner indicated the transfer of the properties will not impact the landscaping project. Director Beach clarified that once the TA is done with the property, it becomes a liability for the TA and it is advantageous to transfer the property to Caltrans so that they are responsible for further property maintenance. She also clarified the property transfer would not result in any profit to the TA, which Ms. Cassman confirmed.

Motion/Second: Corzo/Nagales

Ayes: Beach, Corzo, Mates, Medina, Mueller, Nagales, Romero

Noes: None

Absent: None

11.d. Adoption of Revisions to the TA Procurement Policy – Approved by Resolution No. 2023-14

Kevin Yin, Director of Contracts and Procurement, summarized the staff report.

Director Beach asked if the policy was updated annually or only when major revisions occur. Mr. Yin said that the FTA (Federal Transit Administration) updated the regulations for simplified

acquisitions in approximately 2019 raising the threshold to \$250,000, which the TA now would like to reflect in its internal procurement policy.

Vice Chair Romero asked for clarification on how the policy language concerning contract amendments applies to construction projects, which Ms. Cassman explained.

Ms. Cassman suggested that the Board could further amend the policy to exempt public works contracts from the contract contingency provision and instead address the threshold for contract amendment authority for these contracts on a case-by-case basis.

Director Beach asked for clarification on the TA's and Caltrans' relative roles in construction contracting. Ms. Chan responded that the TA historically has not issued major construction contracts itself, and that the TA would need to ensure that they have the necessary staff resources before they consider serving in that role for a future large project.

The Board approved the resolution with amendments to the proposed policy to exclude large public works projects from the delegation of authority for contract amendments.

Motion/Second: Mates/Nagales

Ayes: Beach, Corzo, Mates, Medina, Mueller, Nagales, Romero

Noes: None

Absent: None

12. State and Federal Legislative Update

Casey Fromson, Chief Communications Officer, provided a summary of federal and state legislation. She said at the federal level that a debt ceiling bill was likely to be passed.

At the state level, she said transit agencies have been working with the California Transit Association, MTC (Metropolitan Transportation Commission), and local transit operators about funding for transit. She said that the Senate and Assembly have both proposed restoration of the proposed funding cuts in the Governor's May revise.

13. Requests from the Authority

There were no requests.

14. Written Communications to the Authority

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

15. Date/Time of Next Regular Meeting

Chair Medina announced the next meeting would be on Thursday, August 3, 2023, 5:00 pm in person at the SamTrans Auditorium and via Zoom teleconference.

16. Report of Legal Counsel

Ms. Cassman said that she had nothing to report.

17. Adjourn

The meeting adjourned at 6:19 pm.

An audio/video recording of this meeting is available online at <https://www.smcta.com/about-us/board-directors/video-board-directors-cac-and-smcel-jpa>. Questions may be referred to the Authority Secretary's office by phone at 650.508.6242 or by email to board@smcta.com.