



BOARD OF DIRECTORS 2024

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Agenda Citizens Advisory Committee (CAC) Meeting

January 30, 2024, 4:30 pm

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Ave., San Carlos, CA

Members of the public may attend in-person or participate remotely via Zoom at <https://us06web.zoom.us/j/81661671711?pwd=blBoemd4WG1wUEtrMEo3Y1cydlZSQTO9> or by entering Webinar ID: **816 6167 1711**, Passcode: **244123** in the Zoom app for audio/visual capability or by calling **1-669-900-9128** (enter webinar ID and press # when prompted for participant ID) for audio only.

Please Note the following COVID-19 Protocols for in-person attendance:

1. Visitors experiencing the following symptoms of COVID-19 may not enter the building:
 - Cough
 - Shortness of Breath
 - Fever
 - Chills
 - Muscle Pain
 - Sore Throat
 - Loss of Taste or Smell
2. Wearing of masks is recommended but not required.

Public Comments: 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 Committee 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:

<https://www.smcta.com/whats-happening/board-directors-calendar>

Oral public comments will also be accepted during the meeting in person and 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 recognized to speak and callers should dial *6 to unmute themselves when recognized to speak.

TA Citizens Advisory Committee Members 2024: Barbara Arietta (Chair), Doug Bojack, Ivan Bucio, Giuliano Carlini, Nheeda Enriquez, John Fox (Vice Chair), Karen Kuklin, Sandra Lang, Jeff Londer, Gus Mattammal, Peter Ohtaki, Allie Paul, Mike Swire

Staff Liaison:
Peter Skinner, Executive Officer, Transportation Authority

CAC Secretary:
Jean Brook

Each public comment is limited to 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.

The video live stream will be available during or after the meeting at <https://www.smcta.com/about-us/board-directors/video-board-directors>.

Tuesday, January 30, 2024

4:30 pm

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1. Call to Order/Pledge of Allegiance
 2. Roll Call
 3. Public Comment for Items Not on the Agenda
Public testimony by each individual speaker shall be limited to three (3) minutes
 4. Consent Calendar
 - 4.a. Approval of Minutes of the CAC Meeting of January 9, 2024 Motion

TA Board Meeting Agenda for February 1, 2024

 - 4.b. **TA Board Item 5.b** Acceptance of Statement of Revenues and Expenditures for the Period Ending December 31, 2023 Motion
 - 4.c. **TA Board Item 5.c** Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook Motion
 - 4.d. **TA Board Item 5.d** Amending the Fiscal Year 2024 Budget to Increase Total Expenditures from \$180,605,687 to \$191,064,010 Motion
 5. **TA Board Item 5.a** Approval of Minutes of the Board of Directors Meeting of January 11, 2024 Informational
 6. **TA Board Item 9.a** Regional Transit Connections Plan Update Informational
 7. **TA Board Item 10.a** US 101 Express Lanes: Quarterly Update on Variable Rate Bond and Operations Informational
 8. **TA Board Item 11** State and Federal Legislative Update Informational
 9. Report of the Chair Informational
 - 9.a. Update on Rules of Procedure Revision Process Informational
 10. Report from Staff Informational
 11. 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

12. Date/Time of Next Regular Meeting: Tuesday, March 5, 2024, 4:30 pm

The meeting will be accessible via Zoom teleconference and/or in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Please see the meeting agenda for more information.

13. 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 <https://www.smcta.com/whats-happening/board-directors-calendar>. Communications to the Board of Directors can be emailed to board@smcta.com. *Free translation is available; Para traducción llámanos 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. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC are available on the TA website.

Location of Meeting

This meeting will be held in-person at: San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Members of the public may attend in-person or participate remotely via Zoom as per the information provided at the top of the agenda.

*Should Zoom not be operational, please check online at <https://www.smcta.com/whats-happening/board-directors-calendar> for any updates or further instruction.

Public Comment

Members of the public may participate remotely or in person. Public comments may be submitted by comment card in person and given to the CAC Secretary. Prior to the meeting's call to order, 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: <https://www.smcta.com/whats-happening/board-directors-calendar>.

Oral public comments will also be accepted during the meeting in person, through Zoom, or the teleconference number listed above. Public comments on individual agenda items are limited to three minutes and one per person PER AGENDA ITEM. Each online commenter will be automatically notified when they are unmuted to speak. The Board 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; 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, 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**

January 9, 2024

**Members Present:
(In Person)** D. Bojack (arrived at 4:34 pm and left at 6:47 pm), I. Bucio, G. Carlini (arrived at 4:35 pm), N. Enriquez, J. Fox (Vice Chair) (left at 6:19 pm), K. Kuklin, S. Lang (left at 6:59 pm), J. Londer, G. Mattammal, P. Ohtaki (arrived at 4:42 pm and left at 6:02 pm), M. Swire

**Members Present:
(Via Teleconference)** None

Members Absent: B. Arietta (Chair), A. Paul

Staff Present: P. Skinner, A. Linehan, A. To, M. Petrik, M. Reyes, D. Chazan, J. Manzi, J. Brook

1. Call to Order/Pledge of Allegiance

Vice Chair John Fox chaired the meeting in Chair Barbara Arietta's absence. He called the meeting to order at 4:30 pm and led the Pledge of Allegiance.

2. Roll Call

Jean Brook, CAC Secretary, called the roll and confirmed that a quorum was present.

Doug Bojack arrived at 4:34 pm.

Giuliano Carlini arrived at 4:35 pm.

3. Report of the Nominating Committee for 2024 Chair and Vice Chair

Jeff Londer on behalf of the Nominating Committee announced three candidates for Chair: Barbara Arietta, Gus Mattammal, and Mike Swire. The members voted to reappoint Ms. Arietta as Chair.

Motion/Second: Lang/Mattammal

Ayes: Bojack, Bucio, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal

Noes: Carlini, Swire

Absent: Arietta, Ohtaki, Paul

Mr. Londer announced four candidates for Vice Chair: Mr. Fox, Karen Kuklin, Mr. Mattammal, and Mr. Swire. The members voted to reappoint Mr. Fox as Vice Chair.

Motion/Second: Kuklin/Londer

Ayes: Bojack, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal

Noes: Bucio, Carlini, Swire

Absent: Arietta, Ohtaki, Paul

Peter Ohtaki arrived at 4:42 pm.

There was robust discussion among the members about the process to select the CAC officers and their respective roles. The members requested clear direction and some members suggested having a policy statement about the procedures for electing a Chair and Vice Chair.

Peter Skinner, Executive Officer, Transportation Authority, said the Rules of Procedure for Citizens Advisory Committee document will be updated this year and suggested that members of the CAC could volunteer for an ad-hoc committee to update the document.

Vice Chair Fox suggested having an item on a future TA CAC agenda to establish a committee to come up with nominating committee rules.

Mike Swire asked how long the policy to give those members with the longest tenure priority in being voted on had been in place, and Mr. Skinner said there is currently no formal policy and noted that the appropriate method to establish a policy is to update the Rules of Procedure. .

4. Public Comment for Items Not on the Agenda

There were no comments.

5. Consent Calendar

5.a. Approval of Minutes of the CAC Meeting of December 5, 2023

TA Board Meeting Agenda for January 11, 2024

5.b. TA Board Item 7.b Acceptance of Statement of Revenues and Expenditures for the Period Ending November 30, 2023

Motion/Second: Bucio/Londer

Ayes: Bojack, Bucio, Carlini, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: None

Absent: Arietta, Paul

6. TA Board Item 7.a Approval of Minutes of the Board of Directors Meeting of December 7, 2023

There were no comments.

7. TA Board Item 15.a Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023

Annie To, Director, Accounting, introduced Ahmad Gharaibeh and Joe Escobar, Partners, Eide Bailly LLP, who provided the presentation.

Mr. Gharaibeh summarized the scope of the audit. Mr. Escobar discussed the auditor's and management's responsibilities, timing, and required communications. Ms. To provided a summary of the audit results.

Peter Ohtaki asked if the JPA (San Mateo County Express Lanes Joint Powers Authority) has a separate audit, and if not, are they comfortable with the JPA's audit. Ms. To confirmed that the JPA has a separate audit, also done by Eide Bailly, which is presented to the JPA Board.

Mr. Ohtaki wanted confirm that there were clean audit results. Mr. Gharaibeh confirmed there was an unmodified, clean opinion. Mr. Ohtaki asked if the TA was keeping up with the projects that are being submitted and that taxpayer funds are being used expediently. Mr. Skinner noted the majority of funds that the TA distributes to projects are on a reimbursement basis.

Karen Kuklin said that a line about accrual is missing from the presentation. Ms. To said if they do not have a definite amount, they cannot accrue it. Ms. Kuklin asked if they asked for project cash flows. Mr. Skinner said they are updating their processes for asking for project level cash flows.

Ms. Lang asked about decreases being offset by increases in sales receipts; she asked on Page 8 where the increases being accounted for. Ms. To said there were increases in sales tax receipts and decreases in the distribution to local entities, and directed Ms. Lang to Page 7 while Mr. Escobar referred her to the Project Funding section of the report.

Motion/Second: Ohtaki/Bucio

Ayes: Bojack, Bucio, Carlini, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: None

Absent: Arietta, Paul

8. TA Board Item 12 State and Federal Legislative Update

Amy Linehan, Government and Community Affairs Officer, provided a summary of federal and state legislation and recent activity. On the federal side, she said the House and Senate are back in Washington. She said the House and Senate negotiators had agreed on spending limits for FY 2024. She said the appropriations committees need to set spending limits within their committees, but a continuing resolution may be required in March. She said President Biden would deliver his State of the Union address on March 7. She said that earmark requests would likely follow the usual schedule, starting in February. She provided leadership updates.

On the state side, Ms. Linehan said the Legislature is back in Sacramento. She said the budget deficit is the largest since the Great Depression. She provided leadership updates, noting local politicians on various committees. She said two of the Brown Act bills have become two-year bills, which means they can come back this year.

Mr. Swire asked why transit use was suffering but streets and highways are congested.

Ms. Kuklin said a lot of people are choosing not to ride BART (Bay Area Rapid Transit) or Caltrain to avoid getting sick and not necessarily because of the opening of express lanes. Giuliano Carlini said there is a lot of evidence that shows when incentives are provided to drive, fewer people will use transit. Sandra Lang asked about financial reporting. Vice Chair Fox mentioned the high vacancy rate of office space in San Francisco and would be interested to see how all

these factors affect transit ridership. Ivan Bucio asked when the state would have information about transportation funding. Ms. Linehan said they have to see when the Governor presents his budget on January 10.

9. TA Board Item 13 Adoption of 2024 Legislative Program

Ms. Linehan noted the program was in the packet. She outlined the changes to the program based on the comments submitted by the Committee, which she noted were in red font.

Mr. Swire asked if there were policies regarding converting general purpose lanes to toll lanes. Mr. Skinner said that the Committee could call a motion to include that addition to the legislative program.

Mr. Carlini asked if the Board could amend the program mid-year. Mr. Skinner said it was within the purview of the Board to do so. Mr. Carlini said he had heard that in the past that it is difficult to recommend conversion of a general purpose lane to an express lane.

Peter Ohtaki left the meeting at 6:02 pm.

Mr. Swire said he was concerned that something could be supported by the Board, but could be negated by legislative hurdles.

Vice Chair Fox said the CAC could urge the Board to consider encouraging legislative process to allow greater flexibility by the TA in the choice of multimodal and managed lanes projects within the County, e.g. the legal issues in converting general purpose lanes to managed lanes.

Ms. Kuklin said that keeping things general allows Ms. Linehan and Government Affairs to move forward with legislation.

Ms. Lang said she did not believe the language should be prescriptive, but a general reminder to give due consideration.

Vice Chair John Fox left the meeting at 6:19 pm.

Ms. Kuklin took over chairing the meeting in Vice Chair Fox's absence.

The CAC members approved the addition of language suggested by staff to the section of the program concerning the conversion of general purpose lanes to toll lanes, which included elevating safety as a key priority for the TA and adding a subsection under the General section that says, "facilitate the conversion of general-purpose lanes to toll lanes."

Motion/Second: Swire/Bojack

Ayes: Bojack, Bucio, Carlini, Enriquez, Lang, Londer, Mattammal, Swire

Noes: Kuklin

Absent: Arietta, Fox, Ohtaki, Paul

The CAC members approved adoption of the program as amended with the additional language to be provided by staff.

Motion/Second: Bucio/Mattammal

Ayes: Bojack, Bucio, Carlini, Enriquez, Kuklin, Lang, Londer, Mattammal, Swire

Noes: None

Absent: Arietta, Fox, Ohtaki, Paul

10. TA Board Item 14.a Safe Routes to School Program Report

Theresa Vallez-Kelly, Safe Routes to School Program Coordinator, provided the presentation.

Mr. Carlini applauded the work of the program.

Nheeda Enriquez asked about increasing the scope of community outreach. Ms. Vallez-Kelly said the school travel fellowship is a great platform for building relationships between the cities and schools. She also mentioned the Office of Traffic Safety, and C/CAG (City/County Association of Governments of San Mateo County). Ms. Enriquez said there could be ways to accelerate the outreach and funding.

Mr. Swire encouraged people to volunteer for Safe Routes to School. He said infrastructure is important for safety. Ms. Vallez-Kelly said she would provide information about the walk audit.

Mr. Bucio asked if the walk audit would look for things like speed bumps. Ms. Vallez-Kelly said that participants make recommendations.

Ms. Kuklin said the terrain of the much of the County makes it difficult to walk to school.

Doug Bojack left the meeting at 6:47 pm.

11. TA Board Item 14.b Caltrain Corridor Crossing Strategy

Jill Gibson, Consultant, Kimley-Horn, provided the presentation. She noted that there are 16 active projects on the Caltrain Corridor.

Sandra Lang left the meeting at 6:59 pm.

Mr. Carlini asked regarding the North Fair Oaks Bicycle/Pedestrian Railroad Crossing Community Connection Study if the project was still on the table. Dahlia Chazan, Deputy Chief, Caltrain Planning, said that technical challenges were identified for the North Fair Oaks crossing and the County is stepping back and reconsidering their options about how to proceed.

Mr. Mattammal asked what the level of confidence that they can close the funding gap. Ms. Gibson said the intention is to have a program that is realistic and use a tiered approach to define the programs' priorities and align the projects with the different federal and state funding opportunities.

12. Report of the Chair

There was no report.

13. Report From Staff

Mr. Skinner said the Executive Director's report was in the packet. He said staff had recently launched a funded project web map on the TA website and encouraged the CAC members to view it and provide staff with any comments or suggestions.

14. Member Comments/Requests

Mr. Carlini said the highway projects were really corridor projects, while the bike/ped projects were not. He said he hoped the Board could apply the same strategy to bike/ped projects. He said the Board minutes did not fully reflect the CAC's concerns over highway widening.

Ms. Enriquez asked if the letter to MTC (Metropolitan Transportation Commission) went out regarding the merger of BART and Caltrain. Mr. Skinner confirmed that a letter was sent out from SamTrans and Caltrain, and updates on the proposed merger would be provided by the Government and Community Affairs team.

Mr. Swire said there should be more discussion about the process for electing the CAC Chair, and emphasized allowing individual voices be heard while acting as a liaison to the TA Board.

15. Date/Time of Next Regular Meeting

Ms. Kuklin announced that the next meeting would be held on Tuesday, January 30, 2024, at 4:30 pm in person at the SamTrans Auditorium and via Zoom teleconference.

16. Adjourn

The meeting adjourned at 7:11 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 CAC Secretary's office by phone at 650.508.6223 or by email to cacsecretary@smcta.com.



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APRIL CHAN
EXECUTIVE DIRECTOR

Memorandum

Date: January 25, 2024
To: TA Board of Directors
From: April Chan, Executive Director

Colma/South San Francisco El Camino Real Bicycle and Pedestrian Improvement Project

The Town of Colma received funding from the TA's 2021 Highway Program for a Project Study Report (PSR) to assess operational and safety improvements along El Camino Real. The Project aims to increase safety and mobility for people who walk and bike along El Camino Real and to improve access to public transportation. The Project will include multimodal intersection design treatments to provide efficient travel for all modes of transportation and to minimize delay.

During the project kick-off meeting in early 2023, Caltrans requested the sponsors consider extending the project limits to Hickey Boulevard in the City of South San Francisco to provide a complete and logical end to bike improvements. After further evaluation, the TA approved a request from the Town of Colma and the City of South San Francisco to extend the project limits and to include the City of South San Francisco as a co-sponsor for the Project. The Project now has three segments:

- Segment A, Colma BART to Mission Boulevard (Town of Colma)
- Segment B, Mission Boulevard to Arlington Drive (Town)
- Segment C (new), Arlington Drive to Hickey Boulevard (City of South San Francisco)

The project study report is still scheduled to be completed by fall 2024.

Countywide Automated Vehicles Strategic Plan

The goal of the Countywide Automated Vehicles (AV) Strategic Plan is to develop a shared vision for AV deployment in San Mateo County, identify opportunities and challenges for AV deployment (including regulatory, legal, and operational), and to develop an AV action plan. The project team recently presented the draft AV Strategies to the C/CAG Technical Advisory Committee (TAC), which is the primary advisory body for the project. The Draft AV Strategic Plan is expected to be completed in Spring 2024, and staff plans to present the draft findings to the TA Board then.

US 101/University Ave Interchange and Pedestrian Overcrossing

The City of East Palo Alto is sponsoring a project that will construct a bicycle/pedestrian overcrossing along the northside of the US 101/University Avenue overpass. The project will also upgrade traffic signals, lane markings and lane configurations at the US 101 northbound and southbound off-ramp intersections with University Avenue. These multimodal improvements will increase safety for people walking and biking, while reconnecting communities bisected by the freeway.

The \$14.6 million project construction budget is funded with \$10.6 million from TA Measures A and W along with \$1.7 million from the City, and \$2.3 million from the State's Local Partnership Program. Project construction started in spring 2023 and is anticipated to be complete by the end of 2024. The City's contractor has been building up soil for the bridge embankment and started drilling and excavating for the bridge structure. The project has made minor realignment of lanes on US 101 to accommodate construction work. Night-time lane closures will also be regularly required, which the City is closely coordinating with Caltrans to ensure the word gets out.