



BOARD OF DIRECTORS 2024

CARLOS ROMERO, CHAIR
JULIA MATES, VICE CHAIR
NOELIA CORZO
RICO E. MEDINA
RAY MUELLER
MARK NAGALES

APRIL CHAN
EXECUTIVE DIRECTOR

Agenda
Board of Directors Meeting
July 11, 2024, 5:00 pm
San Mateo County Transportation Authority

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/85358540271?pwd=cHNQdFNpd1Y5S3NUZWtteFkxVDFTUT09> or by entering Webinar ID: **853 5854 0271**, Passcode: **049847** 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 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 and through Zoom* or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Participants using Zoom over the Internet should 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.

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

Each public comment is limited to two minutes or less. The Board and Committee Chairs 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 after the meeting at <https://www.smcta.com/about-us/board-directors/video-board-directors>.

Thursday, July 11, 2024

5:00 pm

-
1. Call to Order
 2. Roll Call/Pledge of Allegiance
 3. Public Comment for Items Not on the Agenda
Public comment by each individual speaker shall be limited two (2) minutes. Items raised that require a response will be deferred for staff reply.
 4. Report of the Citizens Advisory Committee Informational
 5. Consent Calendar
Members of the Board may request that an item under the Consent Calendar be considered separately
 - 5.a. Approval of Minutes of the Board of Directors Meeting of June 6, 2024 Motion
 - 5.b. Acceptance of Statement of Revenues and Expenditures for the Period Ending May 31, 2024 Motion
 - 5.c. Approving and Ratifying the Transportation Authority Insurance Program for Fiscal Year 2025 Resolution
 - 5.d. Programming and Allocating \$9,720,000 in Measure A Funds to the San Mateo County Transit District for the SamTrans Paratransit Program and Caltrain Resolution
 6. Nominating Committee Report for the Citizens Advisory Committee (R. Medina/ R. Mueller/M. Nagales)
 - 6.a. Appointment of Citizens Advisory Committee Members Motion
 7. Report of the Chair
 - 7.a. Appointment of Representative to the San Mateo County Express Lanes Joint Powers Authority Motion

- | | |
|---|---------------|
| 7.b. Regional Transit Connections/Strategic Plan Ad Hoc Committee Report-out | Informational |
| 7.c. Expressing Appreciation to Emily Beach | Resolution |
| 8. San Mateo County Transit District Liaison Report | Informational |
| 9. Report of the Executive Director | Informational |
| 10. Program | |
| 10.a. Update – US 101/SR 92 Interchange Projects | Informational |
| 10.b. Input on Policy Governing Use of Land-banked Properties for Transportation Authority-supported Projects | Informational |
| 11. Finance | |
| 11.a. Allocating \$20,145,000 from the Measure A Highway Program for the Right-of-way Phase of the US 101/Woodside Road (SR 84) Interchange Improvements Project | Resolution |
| 12. State and Federal Legislative Update | Informational |
| 13. Requests from the Authority | |
| 14. Written Communications to the Authority | |
| 15. Date/Time of Next Regular Meeting - Thursday, August 1, 2024, at 5:00 pm | |
| <i>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.</i> | |
| 16. Report of Legal Counsel | |
| 16.a. Amending the Rules of Procedure for the San Mateo County Transportation Authority Board of Directors | Resolution |
| 17. 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. - . 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 and Citizens Advisory Committee Meetings

The Transportation Authority (TA) meets regularly on the first Thursday of the month at 5 p.m. The TA Citizens Advisory Committee (CAC) meets regularly on the Tuesday prior to the TA Board meeting 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 Authority 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 two 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

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 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
Minutes of Board of Directors Meeting**

June 6, 2024

Members Present: E. Beach, J. Mates (Vice Chair), R. Medina, M. Nagales, C. Romero (Chair)
(In Person)

Members Present: None
(Via Teleconference)

Members Absent: N. Corzo, R. Mueller

Staff Present: A. Chan, J. Cassman, S. van Hoften, P. Skinner, P. Gilster, J. Epstein, J. Manzi, C. Liao, K. Yin, D. Covarrubias, K. Jordan Steiner, J. Brook, D. Seamans

1. Call to Order

Chair Carlos Romero called the meeting to order at 5:00 pm.

2. Roll Call/Pledge of Allegiance

Dora Seamans, Authority Secretary, called the roll and confirmed that a quorum was present.

Chair Romero requested that Director Rico Medina lead the Pledge of Allegiance.

3. Report from Closed Session at May 2 Board Meeting

3.a Closed Session: Conference with 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 there was no reportable action.

4. Public Comment for Items Not on the Agenda

Mike Swire said he enjoyed the May 11 Caltrain electrification event, and thanked the Board members who attended the Burlingame Broadway event. He encouraged the Board to read his correspondence containing a *New York Times* article. Regarding the proposed Rules of Procedure, he said he did not agree with CAC members being able to be removed without cause.

5. Report of the Citizens Advisory Committee

Chair Romero 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 2, 2024

6.b. Acceptance of Statement of Revenues and Expenditures for the Period Ending April 30, 2024

6.c. Acceptance of Capital Projects Quarterly Status Report for 3rd Quarter Fiscal Year 2024

6.d. Establishing the Appropriations Limit Applicable to the San Mateo County Transportation Authority During Fiscal Year 2024-25 – Approved by Resolution No. 2024-7

6.e. Authorizing the Submittal of an Allocation Request for Regional Measure 3 Funding in the Amount of \$2.685 Million for the US 101/State Route 92 Area Improvements Project – Approved by Resolution No. 2024-8

Chair Romero requested to pull Item 6.c for discussion.

The Board voted to approve Items 6.a, 6.b, 6.d, and 6.e:

Motion/Second: Mates/Beach

Ayes: Beach, Mates, Medina, Nagales, Romero

Noes: None

Absent: Corzo, Mueller

Chair Romero noted the statement on Page 78: “Due to the lack of a variable location for the replacement of the track, Caltrain is negotiating a cash reimbursement with Union Pacific Railroad. The preliminary cost estimate is \$5.17 million within the available budget.” He asked if UP (Union Pacific) wanted to be compensated for that amount. Peter Skinner, Executive Officer, Transportation Authority, said that part of the South San Francisco Station Improvements project required Caltrain to remove a section of UP-owned track from service, and required Caltrain to relocate the track for UP at another location on the right of way. He added that this was an eligible project cost that was included in the budget. He said Caltrain and UP were not able to find a suitable new location for the track, and UP opted to discuss a cash settlement. He said the negotiations with UP have been proceeding slowly and Caltrain staff hope the issue can be resolved this year. He noted that Caltrain will not be coming back to the TA to ask for any additional funds for this project.

The Board voted to approve Item 6.c:

Motion/Second: Mates/Medina

Ayes: Beach, Mates, Medina, Nagales, Romero

Noes: None

Absent: Corzo, Mueller

7. Report of the Chair

7.a. Proclamation Recognizing Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month and Reaffirming a Commitment to Diversity, Equity, Inclusion, and Belonging

Tasha Bartholomew, Media Relations Manager, noted the activities recently undertaken by SamTrans: the establishment of the Rainbow ERG (Employee Resource Group) and upcoming Pride Month events in San Mateo, Half Moon Bay, and San Francisco.

Motion/Second: Nagales/Medina

Ayes: Beach, Mates, Medina, Nagales, Romero

Noes: None

Absent: Corzo, Mueller

8. San Mateo County Transit District Liaison Report

Director Medina said that the report was posted on the website. He summarized the events of the June 5 meeting, including:

- Senate Bill (SB) 1031 is no longer moving forward.
- The Governor's May Revise does not significantly affect SamTrans.
- On May 31, the real estate developer of the new headquarters building in Millbrae sold its interest to Swift Real Estate Partners.
- New bus wraps were introduced commemorating Pride Month and Juneteenth.
- The monthly performance report for April indicated that ridership recovery is now at 98.7 percent of pre-pandemic levels.

9. Joint Powers Board Liaison Report

Director Medina said that the report was posted on the website. He noted the following topics of discussion at that morning's meeting:

- There were 5,000 attendees at the May 11 Caltrain electrification event. Future events will include a soft launch throughout August and September.
- The Board accepted the financial audit and JPB Citizens Advisory Committee report on Measure RR.
- There was an update on customer experience and acquisition strategy.

10. Report of the Executive Director

April Chan, Executive Director, said the report was in the packet. She noted the following:

- The TA will release a call for projects for ACR/TDM (Alternative Congestion Relief/Transportation Demand Management) this summer. There will be a public meeting to share with potential applicants on June 10.
- A draft of an AV (autonomous vehicles) Strategic Plan was posted to receive public comment until June 21.

- The Governor's May Revise had a major impact on TA-funded projects, with a proposed cut to the grade separation project at Broadway Burlingame. Directors Beach and Medina attended a press conference on May 28 along with a number of policymakers across the County to urge the state to restore that funding.

11. Finance

11.a. Public Hearing: Adopting a Budget in the Amount of \$189,035,418 for Fiscal Year 2025 *– Approved by Resolution No. 2024-9*

1. Open Public Hearing

Chair Romero opened the public hearing.

2. Present Staff Report

Cleo Liao, Manager, Budgets, provided the presentation.

3. Hear Public Comment

There were no comments.

4. Close Public Hearing

Chair Romero closed the public hearing.

5. Board Discussion and Action

There was no discussion.

Motion/Second: Nagales/Medina

Ayes: Beach, Mates, Medina, Nagales, Romero

Noes: None

Absent: Corzo, Mueller

11.b. Awarding a Contract to Kadesh & Associates LLC for a Total Not-to-exceed Amount of \$572,755 for Federal Legislative Advocacy Services for Five Years – *Approved by Resolution No. 2024-10*

11.c. Awarding a Contract to Politico Group, Inc. for a Total Not-to-exceed Amount of \$470,000 for State Legislative Advocacy Services for Five Years – *Approved by Resolution No. 2024-11*

Kevin Yin, Director, Contracts and Procurement, presented the staff reports for both Items 11.b and 11.c.

Director Mark Nagales asked why the TA was switching their contract for state lobbyist services. Mr. Yin noted the relative scoring for Politico versus Khouri Consulting.

Chair Romero asked who the evaluators were. Mr. Yin said they do not list their evaluators, but the project manager was involved in the process.

Vice Chair Julia Mates asked what the criteria were for the state services, which Mr. Yin reviewed. Vice Chair Mates asked if an applicant's previous work was considered, and Mr. Yin said only if the applicant submits it with the proposal.

The Board voted to approve the federal services advocacy contract:

Motion/Second: Medina/Romero

Ayes: Beach, Mates, Medina, Nagales, Romero

Noes: None

Absent: Corzo, Mueller

The Board voted to approve the state services advocacy contract:

Motion/Second: Medina/Beach

Ayes: Beach, Mates, Medina, Nagales, Romero

Noes: None

Absent: Corzo, Mueller

12. State and Federal Legislative Update

Jessica Epstein, Director, Government and Community Affairs, introduced Chris Kierig, Kadesh & Associates, LLC, who thanked the Board. She introduced Kiana Valentine and Chris Lee, Politico Group, who thanked the Board and provided a background of their firm.

Ms. Epstein provided a summary of federal and state legislation and recent activity.

On the federal side, she said members of both houses have submitted earmarks. She said an earmark request for the Broadway Burlingame grade separation project had been submitted by both senators. She said the bill they are watching most closely regarding transportation, housing, and urban development is scheduled for mark-up on June 27 with the full committee mark-up on July 10; she noted they would report back to the Board on its progress.

At the state level, she said the Governor released his May Revise with an increase in deficit of approximately \$7 billion. She said there would be delays with transit agencies receiving SB 125 money, which includes the TA and Caltrain. She said there was a \$70 million cut to grade separation funding in San Mateo County.

She said in light of SB 1031 no longer moving forward, Senators Wiener and Wahab plan to work with stakeholders over the summer to introduce a new bill.

She said Assembly Bill (AB) 817, which died in the Senate, would have amended the Brown Act to allow greater flexibility for members of non-elected advisory committee members to attend meetings virtually.

13. Requests from the Authority

There were no requests.

14. Written Communications to the Authority

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

15. Date/Time of Next Regular Meeting

Chair Romero announced the next meeting would be on Thursday, July 11, 2024, 5:00 pm in person at the SamTrans Auditorium and via Zoom teleconference.

16. Report of Legal Counsel

16.a. Proposed Updated Rules of Procedure for the San Mateo County Transportation Authority Board of Directors

Joan Cassman, Legal Counsel, presented the staff report. She noted changes and comments made by the directors since the discussion at the May 2 Board meeting. She reviewed:

- Appointees to Community Advisory Committee and Other Advisory Bodies
- Electronic Communications
- Ethics
- No Response to Public Comment

Vice Chair Mates said regarding advisory bodies that she agreed with the proposed changes. She asked if it were possible to bring back proposed changes in the future, which Ms. Cassman confirmed.

Director Medina suggested regarding Section 1.7, Meeting Falling on Legal Holiday, to change the wording to “as otherwise determined by the Authority.” Regarding Section 1.10, Order of Business, he asked whether it was necessary to produce a JPB liaison report due to logistics. He said there should be more clarity around advisory committee roles.

Regarding expectations and the role of committee members, Director Nagales said in his city (South San Francisco), when someone is appointed to a position, they serve at the pleasure of the City Council, but the Mayor has the authority to remove somebody. He said he was in favor of retaining the second sentence in the paragraph starting with “Appointees are at will and serve at the pleasure of the Board” under Section 1.17, Community Advisory Committee & Other Advisory Bodies.

Regarding Section 1.14, Meeting Minutes, Director Emily Beach suggested striking the meeting recording retention limit, which should more appropriately fall under the TA records retention policy.

Public Comment:

Mike Swire thanked the Board for their comments and proposed updates to the Rules of Procedure and requested that the TA CAC members have access to the updated Rules. Ms. Cassman confirmed that a revised version including all the changes discussed would be available online prior to the next CAC meeting on July 9.

Chair Romero said he was not sure if the second sentence regarding appointees was necessary, but would support keeping it. Regarding Section III, Electronic Communications, he asked if accessing the Internet outside of actual communications was allowed, which Ms. Cassman confirmed it was.

17. Adjourn

The meeting adjourned at 6:29 pm.

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

DRAFT

**San Mateo County Transportation Authority
Staff Report**

To: Board of Directors
Through: April Chan, Executive Director
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Acceptance of Statement of Revenues and Expenditures for the Period Ending May 31, 2024**

Action

Staff proposes that the Board accepts and enters into the record the Statement of Revenues and Expenditures for the period ending May 2024 and supplemental information.

The statement columns have been designed to provide easy comparison of year-to-date prior to current actuals for the current fiscal year including dollar and percentage variances.

Significance

Year-to-Date Revenues: As of May 2024, the Total Revenues (page 1, line 11) are \$12 million more than prior year actuals. This is primarily due to increases in Interest Income (page 1, line 4), Credit Enhancement Fee-SMCEL-JPA (page 1, line 6), and Due from SMCEL-JPA Bond Interest (page 1, line 8) which are partially offset by decreases in Measure A Sales Tax (page 1, line 2), Measure W Sales Tax (page 1, line 3), and Miscellaneous Income (page 1, line 7). Interest Income increased as a result of new investments and rising interest rates.

Year-to-Date Expenditures: As of May 2024, the Total Expenditures (page 1, line 37) are \$0.6 million more than prior year actuals. This is primarily due to increases in Measure W Categories (page 1, line 20), Measure A-Oversight (page 1, line 22), SMCEL-JPA Bond Interest (page 1, line 25), and Administrative-Staff Support (page 1, line 29) which are partially offset by decreases in Measure A Annual Allocation (page 1, line 15), Measure A Categories (page 1, line 16), and Other Uses – 101 Express Lanes Project (page 1, line 17).

Budget Impact

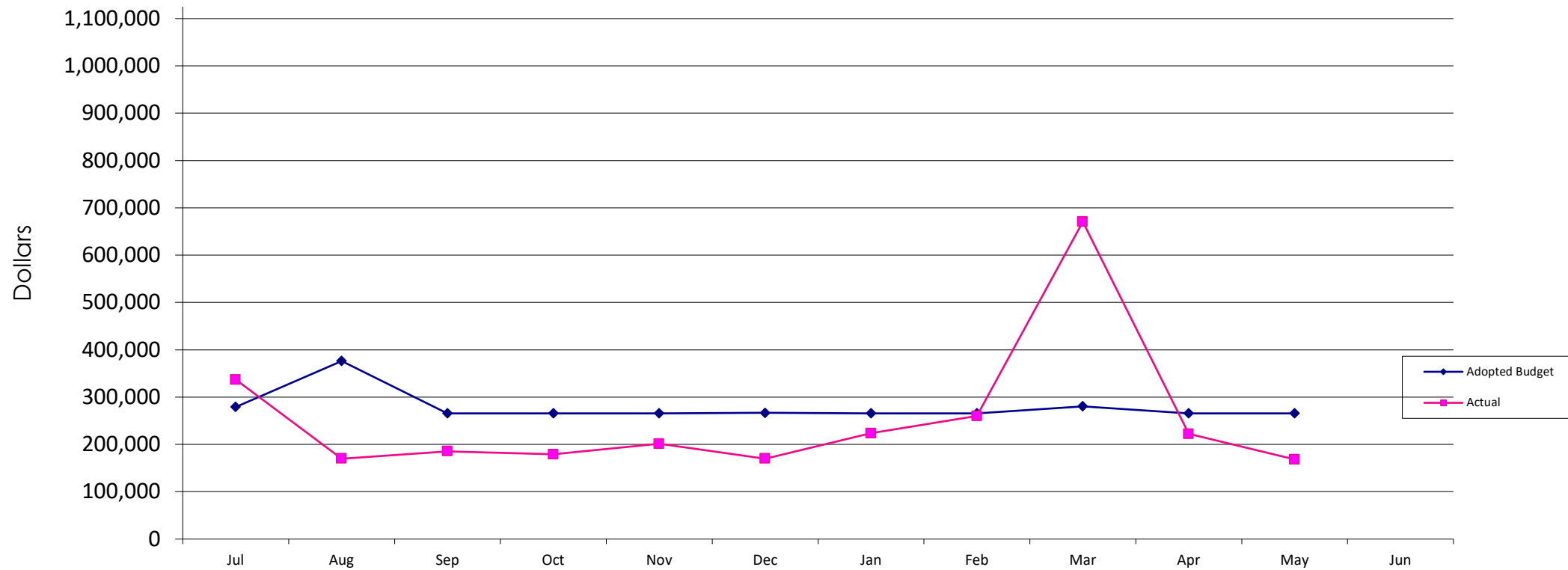
Budget Amendment: There are no budget amendments for the month of May 2024.

| | | | |
|--------------|----------|--------------------------------|--------------|
| Prepared By: | Thwe Han | Financial Reporting Accountant | 650-508-7912 |
| | Annie To | Director, Accounting | 650-622-7890 |

SAN MATEO COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES AND EXPENDITURES
Fiscal Year 2024
May 2024

| % OF YEAR ELAPSED: 91.7% | | | | | | | |
|--------------------------|--|--------------------|--------------------|-------------------|-------------------|--------------------|----|
| | YEAR TO DATE | | | | ANNUAL | | |
| | PRIOR ACTUAL | CURRENT ACTUAL | \$ VARIANCE | % VARIANCE | ADOPTED BUDGET | | |
| 1 | REVENUES: | | | | | 1 | |
| 2 | Measure A Sales Tax | 108,567,531 | 106,610,088 | (1,957,444) | (1.8%) | 116,264,000 | 2 |
| 3 | Measure W Sales Tax | 54,213,903 | 53,250,314 | (963,589) | (1.8%) | 58,132,000 | 3 |
| 4 | Interest Income | 10,367,480 | 24,328,810 | 13,961,330 | 134.7% | 12,607,415 | 4 |
| 5 | Rental Income | 1,091,852 | 1,059,210 | (32,643) | (3.0%) | 1,261,242 | 5 |
| 6 | Credit Enhancement Fee - SMCEL-JPA | 67,945 | 366,663 | 298,718 | 439.6% | 400,000 | 6 |
| 7 | Miscellaneous Income | 241,234 | 2,110 | (239,124) | (99.1%) | - | 7 |
| 8 | Due from SMCEL-JPA - Bond Interest | - | 794,048 | 794,048 | 100.0% | 1,000,000 | 8 |
| 9 | Due from SMCEL-JPA - Bond Related Debt Fees | - | 110,550 | 110,550 | 100.0% | 520,000 | 9 |
| 10 | | | | | | | 10 |
| 11 | TOTAL REVENUES | 174,549,945 | 186,521,792 | 11,971,847 | 6.9% | 190,184,657 | 11 |
| 12 | | | | | | | 12 |
| 13 | EXPENDITURES: | | | | | 13 | |
| 14 | | | | | | | 14 |
| 15 | Measure A Annual Allocations | 30,941,747 | 30,383,875 | (557,872) | (1.8%) | 33,135,240 | 15 |
| 16 | Measure A Categories | 20,995,759 | 19,646,416 | (1,349,343) | (6.4%) | 88,768,076 | 16 |
| 17 | Other Uses - 101 Express Lanes Project* | 2,884,236 | 2,316,409 | (567,827) | (19.7%) | - | 17 |
| 18 | | | | | | | 18 |
| 19 | Measure W Annual Allocations | 10,842,780 | 10,650,063 | (192,718) | (1.8%) | 11,626,400 | 19 |
| 20 | Measure W Categories | 2,152,908 | 3,124,160 | 971,252 | 45.1% | 49,409,538 | 20 |
| 21 | | | | | | | 21 |
| 22 | Measure A - Oversight | 1,231,270 | 1,572,360 | 341,091 | 27.7% | 2,500,000 | 22 |
| 23 | Measure W Categories - Oversight and Staff Support | - | 137,288 | 137,288 | 0.0% | 752,430 | 23 |
| 24 | | | | | | | 24 |
| 25 | SMCEL-JPA Bond Interest | - | 794,048 | 794,048 | 100.0% | 1,000,000 | 25 |
| 26 | SMCEL-JPA Bond Related Debt Fees | - | 110,551 | 110,551 | 100.0% | 520,000 | 26 |
| 27 | | | | | | | 27 |
| 28 | Administrative: | | | | | 28 | |
| 29 | Staff Support | 872,074 | 1,762,764 | 890,690 | 102.1% | 1,601,458 | 29 |
| 30 | Professional Services | 270,871 | 353,795 | 82,924 | 30.6% | 575,401 | 30 |
| 31 | Insurance Premium | 243,895 | 232,466 | (11,428) | (4.7%) | 384,321 | 31 |
| 32 | Debt Service, Investment, and Bank Fees | 101,716 | 106,390 | 4,674 | 4.6% | 247,700 | 32 |
| 33 | Other Misc. Admin Expenses | 343,264 | 331,420 | (11,844) | (3.5%) | 543,447 | 33 |
| 34 | | | | | | | 34 |
| 35 | Total Administrative | 1,831,819 | 2,786,835 | 955,016 | 52.1% | 3,352,327 | 35 |
| 36 | | | | | | | 36 |
| 37 | TOTAL EXPENDITURES | 70,880,519 | 71,522,004 | 641,485 | 0.9% | 191,064,011 | 37 |
| 38 | | | | | | | 38 |
| 39 | EXCESS (DEFICIT) | 103,669,426 | 114,999,788 | 11,330,361 | 10.9% | (879,354) | 39 |
| 40 | | | | | | | 40 |
| 41 | *JPA 101 EL Project expenses using bond procced fund | | | | | 41 | |

SAN MATEO COUNTY TRANSPORTATION AUTHORITY ADMINISTRATIVE EXPENSES



Current Year Data

| | Jul '23 | Aug '23 | Sep '23 | Oct '23 | Nov '23 | Dec '23 | Jan '24 | Feb '24 | Mar '24 | Apr '24 | May '24 | Jun '24 |
|----------------------------|----------|---------|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|
| MONTHLY EXPENSES | | | | | | | | | | | | |
| Adopted Budget | 279,361 | 376,186 | 265,578 | 265,578 | 265,578 | 266,600 | 265,578 | 265,578 | 280,578 | 265,578 | 265,578 | |
| Actual | 336,826 | 169,771 | 185,395 | 178,942 | 201,268 | 169,857 | 223,407 | 260,050 | 670,599 | 222,357 | 168,361 | |
| CUMULATIVE EXPENSES | | | | | | | | | | | | |
| Staff Projections | 279,361 | 655,547 | 921,125 | 1,186,703 | 1,452,281 | 1,718,881 | 1,984,459 | 2,250,037 | 2,530,615 | 2,796,193 | 3,061,771 | |
| Actual | 336,826 | 506,597 | 691,992 | 870,934 | 1,072,203 | 1,242,060 | 1,465,467 | 1,725,517 | 2,396,117 | 2,618,474 | 2,786,835 | |
| Variance-F(U) | (57,465) | 148,950 | 229,133 | 315,769 | 380,078 | 476,821 | 518,992 | 524,520 | 134,498 | 177,719 | 274,936 | |
| Variance % | -20.57% | 22.72% | 24.88% | 26.61% | 26.17% | 27.74% | 26.15% | 23.31% | 5.31% | 6.36% | 8.98% | |

Note:

*The favorable variance is primarily due to lower actual administrative expenses incurred than budgeted in YTD May 24 including Other Misc. Admin Expenses \$167k, Staff Support -\$276k, Debt Service, Bank, and Investment Fees \$121k, Insurance Premium \$120k, and Professional Services \$144k.

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY
CASH AND INVESTMENTS AS OF MAY 31, 2024**

5/31/2024

LIQUIDITY FUNDS MANAGED BY DISTRICT STAFF

| | | |
|--------------------------|----|----------------|
| Bank of America Checking | \$ | 1,342,801.62 |
| CAMP Pool | | 263,725,394.35 |
| JP Morgan Bank Checking | | 159,966,566.00 |
| LAIF | | 5,409,670.82 |

INVESTMENT FUNDS

| | | |
|---------------------------------------|--|----------------|
| Investment Portfolio (Market Values)* | | 210,610,910.88 |
| MMF - US Bank Custodian Account | | 1,243,720.89 |
| Cash | | 3,559.07 |
| County Pool** | | 122,912,936.45 |

Total

\$ 765,215,560.08

* Fund Managed by Public Trust Advisors

** Estimated County Pool Distributions



Report: GAAP Balance Sheet by Lot
 Account: PTA-San Mateo Co. Trans. Agg (257430)
 As of: 5/31/2024

| AGCY BOND | Description | PAR | Maturity | Original Cost | Accrued Interest | Market Value | Market Value + Accrued |
|-----------|---------------------------------------|---------------------|------------|---------------------|------------------|---------------------|------------------------|
| 3135G05X7 | FEDERAL NATIONAL MORTGAGE ASSOCIATION | 3,800,000.00 | 08/25/2025 | 3,787,422.00 | 3,800.00 | 3,588,264.00 | 3,592,064.00 |
| 3137EAEX3 | FEDERAL HOME LOAN MORTGAGE CORP | 3,800,000.00 | 09/23/2025 | 3,786,662.00 | 2,691.67 | 3,575,268.00 | 3,577,959.67 |
| | | 7,600,000.00 | | 7,574,084.00 | 6,491.67 | 7,163,532.00 | 7,170,023.67 |

| CASH | Description | PAR | Maturity | Original Cost | Accrued Interest | Market Value | Market Value + Accrued |
|--------|-------------|-----------------|------------|-----------------|------------------|-----------------|------------------------|
| CCYUSD | Receivable | 2,652.82 | 05/31/2024 | 2,652.82 | 0.00 | 2,652.82 | 2,652.82 |
| CCYUSD | Receivable | 906.25 | 05/31/2024 | 906.25 | 0.00 | 906.25 | 906.25 |
| | | 3,559.07 | | 3,559.07 | 0.00 | 3,559.07 | 3,559.07 |

| CORP | Description | PAR | Maturity | Original Cost | Accrued Interest | Market Value | Market Value + Accrued |
|-----------|-------------------------------------|--------------|------------|---------------|------------------|--------------|------------------------|
| 023135CE4 | AMAZON.COM INC | 4,195,000.00 | 04/13/2025 | 4,188,329.95 | 16,780.00 | 4,114,372.10 | 4,131,152.10 |
| 023135CE4 | AMAZON.COM INC | 1,405,000.00 | 04/13/2025 | 1,402,766.05 | 5,620.00 | 1,377,995.90 | 1,383,615.90 |
| 037833AZ3 | APPLE INC | 750,000.00 | 02/09/2025 | 794,340.00 | 5,833.33 | 735,922.50 | 741,755.83 |
| 037833DT4 | APPLE INC | 1,600,000.00 | 05/11/2025 | 1,603,216.00 | 1,000.00 | 1,538,560.00 | 1,539,560.00 |
| 05531FBH5 | TRUIST FINANCIAL CORP | 1,550,000.00 | 08/01/2024 | 1,552,573.00 | 12,916.67 | 1,541,754.00 | 1,554,670.67 |
| 06406RAL1 | BANK OF NEW YORK MELLON CORP | 650,000.00 | 10/24/2024 | 652,860.00 | 1,402.92 | 641,166.50 | 642,569.42 |
| 14913UAF7 | CATERPILLAR FINANCIAL SERVICES CORP | 2,090,000.00 | 02/27/2026 | 2,089,519.30 | 27,558.97 | 2,085,736.40 | 2,113,295.37 |
| 14913UAL4 | CATERPILLAR FINANCIAL SERVICES CORP | 360,000.00 | 05/14/2027 | 359,604.00 | 850.00 | 360,432.00 | 361,282.00 |
| 194162AM5 | COLGATE-PALMOLIVE CO | 655,000.00 | 08/15/2025 | 654,397.40 | 5,978.69 | 640,367.30 | 646,345.99 |
| 194162AM5 | COLGATE-PALMOLIVE CO | 195,000.00 | 08/15/2025 | 194,820.60 | 1,779.92 | 190,643.70 | 192,423.62 |
| 437076CM2 | HOME DEPOT INC | 885,000.00 | 04/15/2025 | 883,451.25 | 3,053.25 | 864,804.30 | 867,857.55 |
| 437076CM2 | HOME DEPOT INC | 265,000.00 | 04/15/2025 | 264,536.25 | 914.25 | 258,952.70 | 259,866.95 |
| 437076CV2 | HOME DEPOT INC | 830,000.00 | 09/30/2026 | 828,182.30 | 6,961.63 | 828,091.00 | 835,052.63 |
| 437076CV2 | HOME DEPOT INC | 250,000.00 | 09/30/2026 | 249,452.50 | 2,096.88 | 249,425.00 | 251,521.88 |
| 532457CJ5 | ELI LILLY AND CO | 2,650,000.00 | 02/09/2027 | 2,648,595.50 | 37,100.00 | 2,622,731.50 | 2,659,831.50 |
| 532457CJ5 | ELI LILLY AND CO | 795,000.00 | 02/09/2027 | 794,578.65 | 11,130.00 | 786,819.45 | 797,949.45 |
| 592179KD6 | METROPOLITAN LIFE GLOBAL FUNDING I | 690,000.00 | 01/06/2026 | 690,000.00 | 13,895.83 | 687,412.50 | 701,308.33 |
| 592179KD6 | METROPOLITAN LIFE GLOBAL FUNDING I | 210,000.00 | 01/06/2026 | 210,000.00 | 4,229.17 | 209,212.50 | 213,441.67 |
| 69371RR57 | PACCAR FINANCIAL CORP | 455,000.00 | 11/08/2024 | 454,972.70 | 261.63 | 446,045.60 | 446,307.23 |
| 69371RR99 | PACCAR FINANCIAL CORP | 3,800,000.00 | 08/11/2025 | 3,797,302.00 | 41,219.44 | 3,728,864.00 | 3,770,083.44 |
| 69371RR99 | PACCAR FINANCIAL CORP | 885,000.00 | 08/11/2025 | 884,371.65 | 9,599.79 | 868,432.80 | 878,032.59 |
| 713448FW3 | PEPSICO INC | 980,000.00 | 11/10/2026 | 979,735.40 | 2,929.79 | 984,106.20 | 987,035.99 |
| 713448FW3 | PEPSICO INC | 295,000.00 | 11/10/2026 | 294,920.35 | 881.93 | 296,236.05 | 297,117.98 |
| 89236TGT6 | TOYOTA MOTOR CREDIT CORP | 225,000.00 | 02/13/2025 | 228,132.00 | 1,215.00 | 219,323.25 | 220,538.25 |
| 89236TGT6 | TOYOTA MOTOR CREDIT CORP | 750,000.00 | 02/13/2025 | 757,327.50 | 4,050.00 | 731,077.50 | 735,127.50 |
| 89236TGT6 | TOYOTA MOTOR CREDIT CORP | 225,000.00 | 02/13/2025 | 227,198.25 | 1,215.00 | 219,323.25 | 220,538.25 |
| 89236TJT3 | TOYOTA MOTOR CREDIT CORP | 2,960,000.00 | 01/13/2025 | 2,956,033.60 | 16,452.67 | 2,887,243.20 | 2,903,695.87 |
| 89236TMD4 | TOYOTA MOTOR CREDIT CORP | 500,000.00 | 05/15/2026 | 499,675.00 | 1,083.33 | 499,755.00 | 500,838.33 |
| 91159HHZ6 | US BANCORP | 500,000.00 | 05/12/2025 | 512,005.00 | 382.64 | 481,545.00 | 481,927.64 |
| 931142EW9 | WALMART INC | 460,000.00 | 09/09/2025 | 459,678.00 | 4,086.33 | 453,343.80 | 457,430.13 |

| | | 32,060,000.00 | | 32,112,574.20 | 242,479.05 | 31,549,695.00 | 31,792,174.05 |
|---------------|---|-----------------------|------------|-----------------------|------------------|-----------------------|------------------------|
| FHLMC | Description | PAR | Maturity | Original Cost | Accrued Interest | Market Value | Market Value + Accrued |
| 3137BGK24 | FHMS K-043 A2 | 1,030,874.79 | 12/25/2024 | 1,081,935.31 | 2,630.45 | 1,016,019.88 | 1,018,650.33 |
| | | 1,030,874.79 | | 1,081,935.31 | 2,630.45 | 1,016,019.88 | 1,018,650.33 |
| MUNI | Description | PAR | Maturity | Original Cost | Accrued Interest | Market Value | Market Value + Accrued |
| 13063D3N6 | CALIFORNIA STATE | 1,715,000.00 | 03/01/2027 | 1,715,000.00 | 20,777.23 | 1,713,473.65 | 1,734,250.88 |
| 13063D3N6 | CALIFORNIA STATE | 515,000.00 | 03/01/2027 | 515,000.00 | 6,239.23 | 514,541.65 | 520,780.88 |
| 157411TK5 | CHAFFEY CALIF JT UN HIGH SCH DIST | 375,000.00 | 08/01/2024 | 375,000.00 | 2,626.25 | 372,971.25 | 375,597.50 |
| 20772KTJ8 | CONNECTICUT ST | 865,000.00 | 05/15/2027 | 881,608.00 | 1,941.44 | 869,316.35 | 871,257.79 |
| 20772KTJ8 | CONNECTICUT ST | 260,000.00 | 05/15/2027 | 264,992.00 | 583.56 | 261,297.40 | 261,880.96 |
| 419792L87 | HAWAII ST | 235,000.00 | 10/01/2025 | 235,000.00 | 1,880.39 | 234,123.45 | 236,003.84 |
| 419792L87 | HAWAII ST | 70,000.00 | 10/01/2025 | 70,000.00 | 560.12 | 69,738.90 | 70,299.02 |
| 419792L95 | HAWAII ST | 200,000.00 | 10/01/2026 | 200,000.00 | 1,529.33 | 198,714.00 | 200,243.33 |
| 419792L95 | HAWAII ST | 60,000.00 | 10/01/2026 | 60,000.00 | 458.80 | 59,614.20 | 60,073.00 |
| 419792M29 | HAWAII ST | 135,000.00 | 10/01/2027 | 137,272.05 | 1,125.00 | 136,019.25 | 137,144.25 |
| 419792M29 | HAWAII ST | 40,000.00 | 10/01/2027 | 40,673.20 | 333.33 | 40,302.00 | 40,635.33 |
| 419792M37 | HAWAII ST | 395,000.00 | 10/01/2028 | 403,061.95 | 3,291.67 | 399,803.20 | 403,094.87 |
| 419792M37 | HAWAII ST | 120,000.00 | 10/01/2028 | 122,449.20 | 1,000.00 | 121,459.20 | 122,459.20 |
| 93974ETG1 | WASHINGTON ST | 500,000.00 | 08/01/2025 | 500,000.00 | 1,116.67 | 474,965.00 | 476,081.67 |
| | | 5,485,000.00 | | 5,520,056.40 | 43,463.01 | 5,466,339.50 | 5,509,802.51 |
| MMFUND | Description | PAR | Maturity | Original Cost | Accrued Interest | Market Value | Market Value + Accrued |
| 31846V534 | FIRST AMER:US TRS MM Y | 1,010,254.27 | 05/31/2024 | 1,010,254.27 | 0.00 | 1,010,254.27 | 1,010,254.27 |
| 31846V534 | FIRST AMER:US TRS MM Y | 233,466.60 | 05/31/2024 | 233,466.60 | 0.00 | 233,466.60 | 233,466.60 |
| SM-CAMP | CAMP Pool | 263,725,394.35 | 05/31/2024 | 263,725,394.35 | 0.00 | 263,725,394.35 | 263,725,394.35 |
| SM - CP N/M A | County Pool New Measure A | 116,227,694.97 | 05/31/2024 | 116,227,694.97 | 0.00 | 116,227,694.97 | 116,227,694.97 |
| SM - CP O/M A | County Pool Old Measure A | 6,685,241.48 | 05/31/2024 | 6,685,241.48 | 0.00 | 6,685,241.48 | 6,685,241.48 |
| SM - LAIF | Local Agency Investment Fund | 5,409,670.82 | 05/31/2024 | 5,409,670.82 | 0.00 | 5,409,670.82 | 5,409,670.82 |
| 902656602 | UBS SL PRIME SRS II PFD | 1,069,060.96 | 05/31/2024 | 1,069,199.99 | 0.00 | 1,068,954.05 | 1,068,954.05 |
| | | 394,360,783.45 | | 394,360,922.48 | 0.00 | 394,360,676.54 | 394,360,676.54 |
| SUPRANAT'L | Description | PAR | Maturity | Original Cost | Accrued Interest | Market Value | Market Value + Accrued |
| 459058JB0 | INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVEL | 750,000.00 | 04/22/2025 | 750,900.00 | 508.63 | 720,007.50 | 720,516.13 |
| | | 750,000.00 | | 750,900.00 | 508.63 | 720,007.50 | 720,516.13 |
| US GOV | Description | PAR | Maturity | Original Cost | Accrued Interest | Market Value | Market Value + Accrued |
| 912810FF0 | UNITED STATES TREASURY | 2,775,000.00 | 11/15/2028 | 2,912,882.81 | 6,730.13 | 2,855,114.25 | 2,861,844.38 |
| 912810FF0 | UNITED STATES TREASURY | 1,350,000.00 | 11/15/2028 | 1,417,078.13 | 3,274.12 | 1,388,974.50 | 1,392,248.62 |
| 9128282R0 | UNITED STATES TREASURY | 6,075,000.00 | 08/15/2027 | 5,785,725.59 | 40,180.12 | 5,645,740.50 | 5,685,920.62 |
| 9128282R0 | UNITED STATES TREASURY | 1,700,000.00 | 08/15/2027 | 1,619,050.78 | 11,243.82 | 1,579,878.00 | 1,591,121.82 |
| 912828V98 | UNITED STATES TREASURY | 1,200,000.00 | 02/15/2027 | 1,136,484.38 | 7,936.81 | 1,125,984.00 | 1,133,920.81 |
| 912828Y95 | UNITED STATES TREASURY | 450,000.00 | 07/31/2026 | 425,478.52 | 2,827.95 | 423,054.00 | 425,881.95 |
| 912828YX2 | UNITED STATES TREASURY | 1,715,000.00 | 12/31/2026 | 1,637,490.04 | 12,615.14 | 1,592,343.20 | 1,604,958.34 |
| 912828YX2 | UNITED STATES TREASURY | 720,000.00 | 12/31/2026 | 687,459.38 | 5,296.15 | 668,505.60 | 673,801.75 |
| 91282CAB7 | UNITED STATES TREASURY | 2,025,000.00 | 07/31/2025 | 1,971,290.03 | 1,696.77 | 1,915,366.50 | 1,917,063.27 |

| | | | | | | | |
|-----------|------------------------|--------------|------------|--------------|-----------|--------------|--------------|
| 91282CAJ0 | UNITED STATES TREASURY | 1,550,000.00 | 08/31/2025 | 1,524,570.31 | 979.28 | 1,460,270.50 | 1,461,249.78 |
| 91282CAL5 | UNITED STATES TREASURY | 6,000,000.00 | 09/30/2027 | 5,066,484.38 | 3,811.48 | 5,221,200.00 | 5,225,011.48 |
| 91282CAL5 | UNITED STATES TREASURY | 1,850,000.00 | 09/30/2027 | 1,563,394.53 | 1,175.20 | 1,609,870.00 | 1,611,045.20 |
| 91282CAT8 | UNITED STATES TREASURY | 1,700,000.00 | 10/31/2025 | 1,687,183.60 | 369.57 | 1,590,095.00 | 1,590,464.57 |
| 91282CAT8 | UNITED STATES TREASURY | 550,000.00 | 10/31/2025 | 538,570.31 | 119.57 | 514,442.50 | 514,562.07 |
| 91282CAZ4 | UNITED STATES TREASURY | 2,000,000.00 | 11/30/2025 | 1,993,906.26 | 20.49 | 1,867,660.00 | 1,867,680.49 |
| 91282CAZ4 | UNITED STATES TREASURY | 1,050,000.00 | 11/30/2025 | 1,037,285.16 | 10.76 | 980,521.50 | 980,532.26 |
| 91282CBB6 | UNITED STATES TREASURY | 4,975,000.00 | 12/31/2027 | 4,203,680.66 | 13,069.63 | 4,327,852.00 | 4,340,921.63 |
| 91282CBB6 | UNITED STATES TREASURY | 1,490,000.00 | 12/31/2027 | 1,258,991.80 | 3,914.32 | 1,296,180.80 | 1,300,095.12 |
| 91282CBC4 | UNITED STATES TREASURY | 3,725,000.00 | 12/31/2025 | 3,686,440.44 | 5,871.48 | 3,466,149.75 | 3,472,021.23 |
| 91282CBC4 | UNITED STATES TREASURY | 1,550,000.00 | 12/31/2025 | 1,526,931.64 | 2,443.17 | 1,442,290.50 | 1,444,733.67 |
| 91282CBH3 | UNITED STATES TREASURY | 2,925,000.00 | 01/31/2026 | 2,860,330.09 | 3,676.34 | 2,712,381.75 | 2,716,058.09 |
| 91282CBH3 | UNITED STATES TREASURY | 375,000.00 | 01/31/2026 | 367,617.19 | 471.33 | 347,741.25 | 348,212.58 |
| 91282CBQ3 | UNITED STATES TREASURY | 4,850,000.00 | 02/28/2026 | 4,805,099.62 | 6,128.40 | 4,493,428.00 | 4,499,556.40 |
| 91282CBQ3 | UNITED STATES TREASURY | 1,620,000.00 | 02/28/2026 | 1,602,154.70 | 2,047.01 | 1,500,897.60 | 1,502,944.61 |
| 91282CBS9 | UNITED STATES TREASURY | 3,400,000.00 | 03/31/2028 | 3,032,906.25 | 7,199.45 | 3,004,886.00 | 3,012,085.45 |
| 91282CBS9 | UNITED STATES TREASURY | 1,000,000.00 | 03/31/2028 | 892,031.25 | 2,117.49 | 883,790.00 | 885,907.49 |
| 91282CBT7 | UNITED STATES TREASURY | 3,025,000.00 | 03/31/2026 | 2,977,379.88 | 3,843.24 | 2,807,230.25 | 2,811,073.49 |
| 91282CBT7 | UNITED STATES TREASURY | 500,000.00 | 03/31/2026 | 492,128.91 | 635.25 | 464,005.00 | 464,640.25 |
| 91282CBW0 | UNITED STATES TREASURY | 2,350,000.00 | 04/30/2026 | 2,343,482.42 | 1,532.61 | 2,174,572.50 | 2,176,105.11 |
| 91282CBW0 | UNITED STATES TREASURY | 1,625,000.00 | 04/30/2026 | 1,629,760.75 | 1,059.78 | 1,503,693.75 | 1,504,753.53 |
| 91282CBW0 | UNITED STATES TREASURY | 1,950,000.00 | 04/30/2026 | 1,943,449.23 | 1,271.74 | 1,804,432.50 | 1,805,704.24 |
| 91282CCE9 | UNITED STATES TREASURY | 1,080,000.00 | 05/31/2028 | 944,915.63 | 36.89 | 950,194.80 | 950,231.69 |
| 91282CCE9 | UNITED STATES TREASURY | 3,550,000.00 | 05/31/2028 | 3,086,142.58 | 121.24 | 3,123,325.50 | 3,123,446.74 |
| 91282CCE9 | UNITED STATES TREASURY | 340,000.00 | 05/31/2028 | 297,473.44 | 11.61 | 299,135.40 | 299,147.01 |
| 91282CCE9 | UNITED STATES TREASURY | 1,025,000.00 | 05/31/2028 | 891,069.34 | 35.01 | 901,805.25 | 901,840.26 |
| 91282CCF6 | UNITED STATES TREASURY | 3,175,000.00 | 05/31/2026 | 3,172,147.46 | 65.06 | 2,929,064.50 | 2,929,129.56 |
| 91282CCF6 | UNITED STATES TREASURY | 1,625,000.00 | 05/31/2026 | 1,628,745.12 | 33.30 | 1,499,127.50 | 1,499,160.80 |
| 91282CCH2 | UNITED STATES TREASURY | 3,600,000.00 | 06/30/2028 | 3,122,156.25 | 18,914.84 | 3,159,828.00 | 3,178,742.84 |
| 91282CCH2 | UNITED STATES TREASURY | 1,150,000.00 | 06/30/2028 | 997,355.47 | 6,042.24 | 1,009,389.50 | 1,015,431.74 |
| 91282CCP4 | UNITED STATES TREASURY | 2,550,000.00 | 07/31/2026 | 2,531,572.27 | 5,341.69 | 2,332,944.00 | 2,338,285.69 |
| 91282CCP4 | UNITED STATES TREASURY | 2,550,000.00 | 07/31/2026 | 2,514,439.45 | 5,341.69 | 2,332,944.00 | 2,338,285.69 |
| 91282CCP4 | UNITED STATES TREASURY | 1,125,000.00 | 07/31/2026 | 1,117,485.35 | 2,356.63 | 1,029,240.00 | 1,031,596.63 |
| 91282CCP4 | UNITED STATES TREASURY | 850,000.00 | 07/31/2026 | 838,146.48 | 1,780.56 | 777,648.00 | 779,428.56 |
| 91282CCV1 | UNITED STATES TREASURY | 2,800,000.00 | 08/31/2028 | 2,350,687.50 | 7,960.60 | 2,432,948.00 | 2,440,908.60 |
| 91282CCV1 | UNITED STATES TREASURY | 1,100,000.00 | 08/31/2028 | 932,851.56 | 3,127.38 | 955,801.00 | 958,928.38 |
| 91282CCV1 | UNITED STATES TREASURY | 800,000.00 | 08/31/2028 | 671,625.00 | 2,274.46 | 695,128.00 | 697,402.46 |
| 91282CCV1 | UNITED STATES TREASURY | 450,000.00 | 08/31/2028 | 381,621.09 | 1,279.38 | 391,009.50 | 392,288.88 |
| 91282CCY5 | UNITED STATES TREASURY | 2,775,000.00 | 09/30/2028 | 2,424,981.44 | 5,876.02 | 2,418,912.00 | 2,424,788.02 |
| 91282CCY5 | UNITED STATES TREASURY | 825,000.00 | 09/30/2028 | 720,940.43 | 1,746.93 | 719,136.00 | 720,882.93 |
| 91282CCZ2 | UNITED STATES TREASURY | 5,315,000.00 | 09/30/2026 | 5,238,804.49 | 7,878.11 | 4,863,650.20 | 4,871,528.31 |
| 91282CCZ2 | UNITED STATES TREASURY | 1,800,000.00 | 09/30/2026 | 1,774,195.31 | 2,668.03 | 1,647,144.00 | 1,649,812.03 |
| 91282CDP3 | UNITED STATES TREASURY | 2,400,000.00 | 12/31/2028 | 2,141,437.50 | 13,870.88 | 2,089,776.00 | 2,103,646.88 |
| 91282CDP3 | UNITED STATES TREASURY | 775,000.00 | 12/31/2028 | 691,505.86 | 4,479.14 | 674,823.50 | 679,302.64 |
| 91282CDW8 | UNITED STATES TREASURY | 1,450,000.00 | 01/31/2029 | 1,296,503.91 | 8,504.81 | 1,282,293.00 | 1,290,797.81 |
| 91282CDW8 | UNITED STATES TREASURY | 2,375,000.00 | 01/31/2029 | 2,108,647.47 | 13,930.29 | 2,100,307.50 | 2,114,237.79 |
| 91282CDW8 | UNITED STATES TREASURY | 400,000.00 | 01/31/2029 | 357,656.25 | 2,346.15 | 353,736.00 | 356,082.15 |
| 91282CDW8 | UNITED STATES TREASURY | 750,000.00 | 01/31/2029 | 665,888.67 | 4,399.04 | 663,255.00 | 667,654.04 |
| 91282CEC1 | UNITED STATES TREASURY | 4,200,000.00 | 02/28/2027 | 4,201,968.75 | 19,901.49 | 3,896,634.00 | 3,916,535.49 |
| 91282CEC1 | UNITED STATES TREASURY | 1,475,000.00 | 02/28/2027 | 1,475,691.41 | 6,989.22 | 1,368,460.75 | 1,375,449.97 |
| 91282CEE7 | UNITED STATES TREASURY | 2,000,000.00 | 03/31/2029 | 1,796,640.63 | 8,046.45 | 1,815,540.00 | 1,823,586.45 |
| 91282CEE7 | UNITED STATES TREASURY | 675,000.00 | 03/31/2029 | 606,366.21 | 2,715.68 | 612,744.75 | 615,460.43 |
| 91282CEF4 | UNITED STATES TREASURY | 1,565,000.00 | 03/31/2027 | 1,546,354.50 | 6,627.73 | 1,475,325.50 | 1,481,953.23 |
| 91282CEF4 | UNITED STATES TREASURY | 300,000.00 | 03/31/2027 | 296,144.53 | 1,270.49 | 282,810.00 | 284,080.49 |

| | | | | | | | |
|-----------|------------------------|-----------------------|------------|-----------------------|-------------------|-----------------------|-----------------------|
| 91282CEN7 | UNITED STATES TREASURY | 2,975,000.00 | 04/30/2027 | 2,866,226.56 | 7,114.13 | 2,820,091.75 | 2,827,205.88 |
| 91282CEN7 | UNITED STATES TREASURY | 175,000.00 | 04/30/2027 | 168,601.56 | 418.48 | 165,887.75 | 166,306.23 |
| 91282CET4 | UNITED STATES TREASURY | 3,950,000.00 | 05/31/2027 | 3,872,697.28 | 283.30 | 3,726,114.00 | 3,726,397.30 |
| 91282CET4 | UNITED STATES TREASURY | 1,200,000.00 | 05/31/2027 | 1,176,515.63 | 86.07 | 1,131,984.00 | 1,132,070.07 |
| 91282CEW7 | UNITED STATES TREASURY | 1,075,000.00 | 06/30/2027 | 1,084,406.25 | 14,685.27 | 1,032,247.25 | 1,046,932.52 |
| 91282CEW7 | UNITED STATES TREASURY | 400,000.00 | 06/30/2027 | 403,500.00 | 5,464.29 | 384,092.00 | 389,556.29 |
| 91282CFM8 | UNITED STATES TREASURY | 2,600,000.00 | 09/30/2027 | 2,620,515.63 | 18,168.03 | 2,559,674.00 | 2,577,842.03 |
| 91282CFM8 | UNITED STATES TREASURY | 1,145,000.00 | 09/30/2027 | 1,143,032.03 | 8,000.92 | 1,127,241.05 | 1,135,241.97 |
| 91282CFP1 | UNITED STATES TREASURY | 2,575,000.00 | 10/15/2025 | 2,530,138.67 | 14,053.45 | 2,547,241.50 | 2,561,294.95 |
| 91282CFZ9 | UNITED STATES TREASURY | 4,300,000.00 | 11/30/2027 | 4,355,093.75 | 455.26 | 4,197,703.00 | 4,198,158.26 |
| 91282CFZ9 | UNITED STATES TREASURY | 1,970,000.00 | 11/30/2027 | 1,995,240.63 | 208.57 | 1,923,133.70 | 1,923,342.27 |
| 91282CGR6 | UNITED STATES TREASURY | 300,000.00 | 03/15/2026 | 298,230.47 | 2,940.90 | 298,419.00 | 301,359.90 |
| 91282CGT2 | UNITED STATES TREASURY | 2,600,000.00 | 03/31/2028 | 2,543,429.69 | 15,965.85 | 2,512,952.00 | 2,528,917.85 |
| 91282CGT2 | UNITED STATES TREASURY | 425,000.00 | 03/31/2028 | 415,752.93 | 2,609.80 | 410,771.00 | 413,380.80 |
| 91282CHA2 | UNITED STATES TREASURY | 1,725,000.00 | 04/30/2028 | 1,664,827.15 | 5,250.00 | 1,658,967.00 | 1,664,217.00 |
| 91282CHA2 | UNITED STATES TREASURY | 550,000.00 | 04/30/2028 | 530,814.45 | 1,673.91 | 528,946.00 | 530,619.91 |
| 91282CHB0 | UNITED STATES TREASURY | 1,725,000.00 | 05/15/2026 | 1,680,662.11 | 2,888.67 | 1,684,842.00 | 1,687,730.67 |
| 91282CHB0 | UNITED STATES TREASURY | 2,800,000.00 | 05/15/2026 | 2,705,828.12 | 4,688.86 | 2,734,816.00 | 2,739,504.86 |
| 91282CHE4 | UNITED STATES TREASURY | 5,800,000.00 | 05/31/2028 | 5,694,421.88 | 574.45 | 5,601,988.00 | 5,602,562.45 |
| 91282CHE4 | UNITED STATES TREASURY | 1,015,000.00 | 05/31/2028 | 996,523.83 | 100.53 | 980,347.90 | 980,448.43 |
| 91282CHY0 | UNITED STATES TREASURY | 1,875,000.00 | 09/15/2026 | 1,862,182.62 | 18,380.60 | 1,867,668.75 | 1,886,049.35 |
| 91282CHY0 | UNITED STATES TREASURY | 200,000.00 | 09/15/2026 | 198,226.57 | 1,960.60 | 199,218.00 | 201,178.60 |
| 91282CHY0 | UNITED STATES TREASURY | 350,000.00 | 09/15/2026 | 347,607.42 | 3,431.05 | 348,631.50 | 352,062.55 |
| 91282CJC6 | UNITED STATES TREASURY | 950,000.00 | 10/15/2026 | 945,992.19 | 5,642.25 | 946,589.50 | 952,231.75 |
| 91282CJP7 | UNITED STATES TREASURY | 525,000.00 | 12/15/2026 | 522,826.17 | 10,605.79 | 520,343.25 | 530,949.04 |
| 91282CJS1 | UNITED STATES TREASURY | 1,875,000.00 | 12/31/2025 | 1,875,952.14 | 33,495.02 | 1,853,325.00 | 1,886,820.02 |
| 91282CJS1 | UNITED STATES TREASURY | 275,000.00 | 12/31/2025 | 275,139.65 | 4,912.60 | 271,821.00 | 276,733.60 |
| 91282CKB6 | UNITED STATES TREASURY | 775,000.00 | 02/28/2026 | 776,089.84 | 9,058.34 | 770,791.75 | 779,850.09 |
| 91282CKB6 | UNITED STATES TREASURY | 1,025,000.00 | 02/28/2026 | 1,026,441.41 | 11,980.38 | 1,019,434.25 | 1,031,414.63 |
| 91282CKD2 | UNITED STATES TREASURY | 2,575,000.00 | 02/28/2029 | 2,588,579.10 | 27,656.76 | 2,546,340.25 | 2,573,997.01 |
| 91282CKD2 | UNITED STATES TREASURY | 1,800,000.00 | 02/28/2029 | 1,793,742.19 | 19,332.88 | 1,779,966.00 | 1,799,298.88 |
| 91282CKD2 | UNITED STATES TREASURY | 800,000.00 | 02/28/2029 | 804,218.75 | 8,592.39 | 791,096.00 | 799,688.39 |
| | | 177,250,000.00 | | 169,212,337.05 | 580,221.00 | 164,695,317.00 | 165,275,538.00 |

Base Risk Summary - Fixed Income

PTA-San Mateo Co. Trans. Agg (257430)

05/01/2024 - 05/31/2024

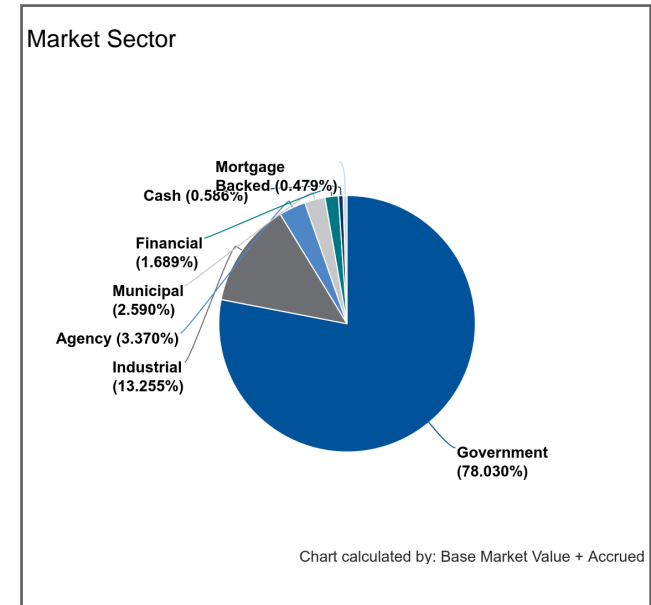
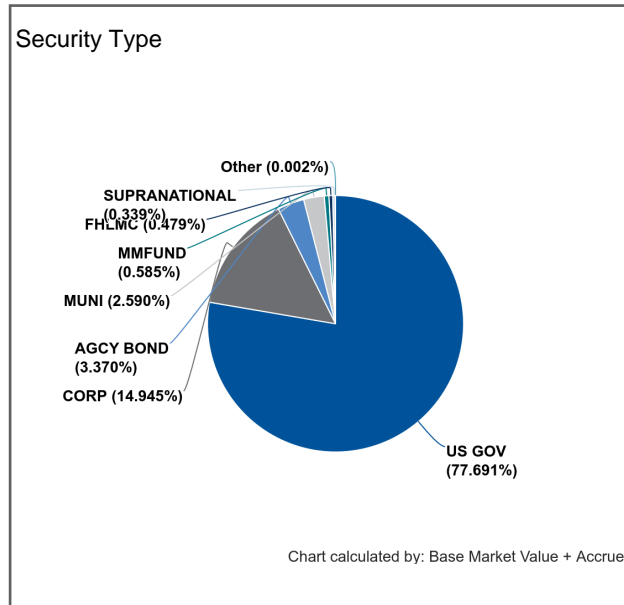
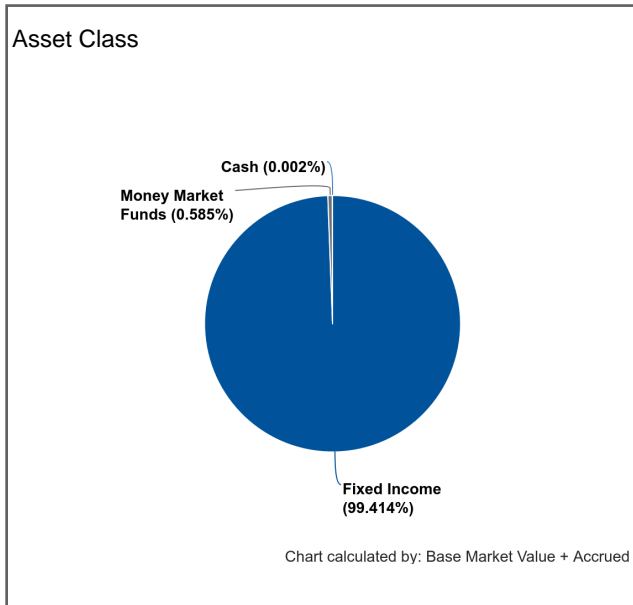
Dated: 06/14/2024

| Balance Sheet | |
|--------------------------|----------------|
| Book Value + Accrued | 220,141,311.11 |
| Net Unrealized Gain/Loss | -7,407,326.49 |
| Market Value + Accrued | 212,733,984.62 |

| Cash and Fixed Income Summary | |
|-------------------------------|----------------|
| Risk Metric | Value |
| Cash | 3,559.07 |
| MMFund | 1,243,720.87 |
| Fixed Income | 211,486,704.68 |
| Duration | 2.483 |
| Convexity | 0.087 |
| WAL | 2.639 |
| Years to Final Maturity | 2.639 |
| Years to Effective Maturity | 2.638 |
| Yield | 4.825 |
| Book Yield | 2.952 |
| Avg Credit Rating | AA+/Aa1/AA+ |

| Issuer Concentration | |
|--|----------------------------------|
| Issuer Concentration | % of Base Market Value + Accrued |
| United States | 77.691% |
| Other | 9.694% |
| Amazon.com, Inc. | 2.592% |
| PACCAR Inc | 2.395% |
| Federal Home Loan Mortgage Corporation | 2.161% |
| Toyota Motor Corporation | 2.153% |
| Federal National Mortgage Association | 1.689% |
| Eli Lilly and Company | 1.625% |
| --- | 100.000% |

Footnotes: 1,2

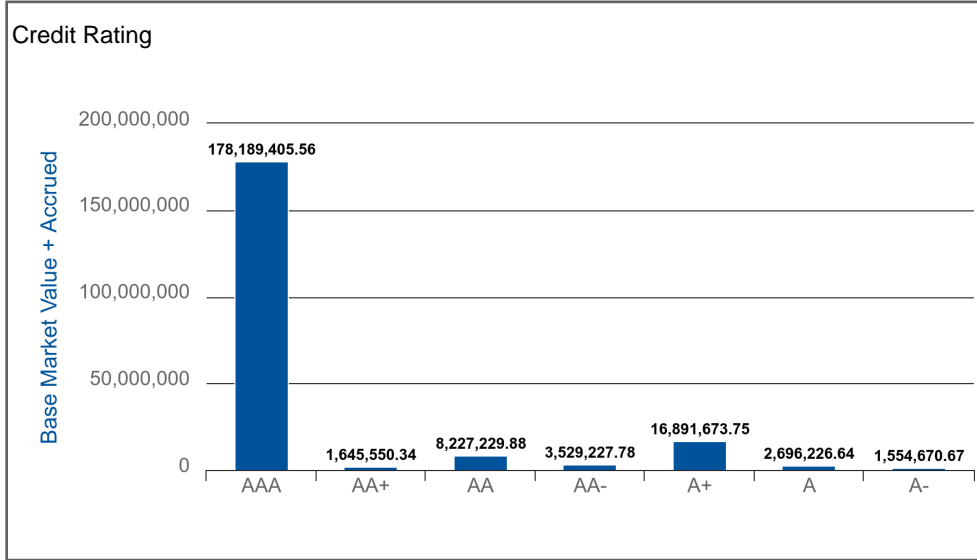


Base Risk Summary - Fixed Income

PTA-San Mateo Co. Trans. Agg (257430)

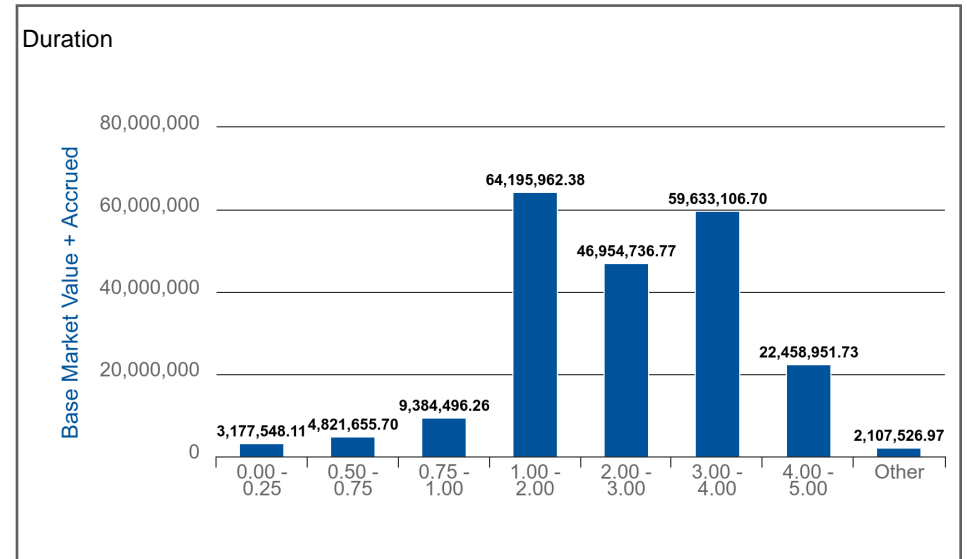
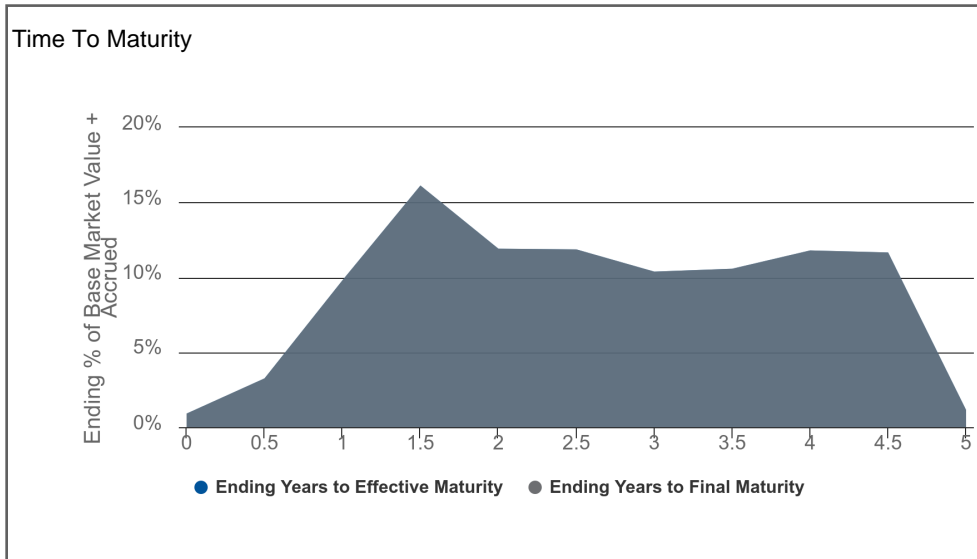
05/01/2024 - 05/31/2024

Dated: 06/14/2024



Credit Duration Heat Map

| Rating | 0 - 1 | 1 - 2 | 2 - 3 | 3 - 4 | 4 - 5 | 5 - 7 | 7 - 10 | 10 - 15 | 15 - 30 |
|--------|--------|---------|---------|---------|---------|--------|--------|---------|---------|
| AAA | 2.476% | 25.580% | 17.447% | 27.701% | 10.557% | 0.000% | 0.000% | 0.000% | 0.000% |
| AA | 3.071% | 1.183% | 1.715% | 0.331% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% |
| A | 3.615% | 3.414% | 2.910% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% |
| BBB | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% |
| BB | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% |
| B | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% |
| CCC | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% |
| CC | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% |
| C | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% |
| NA | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% | 0.000% |

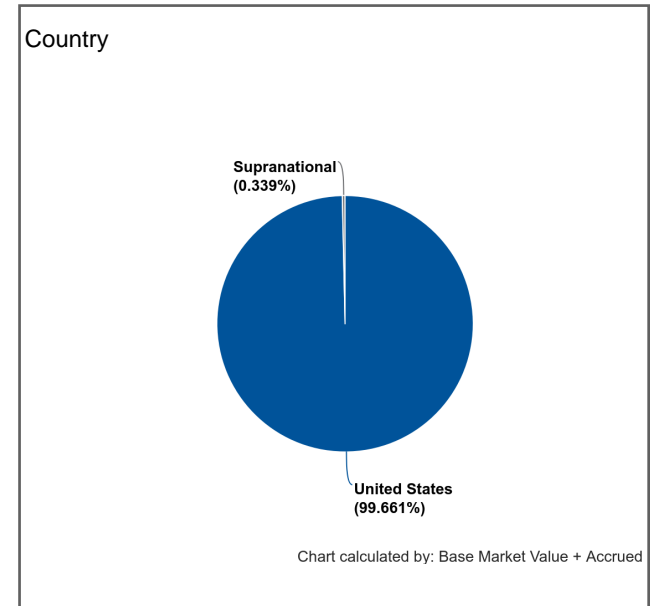
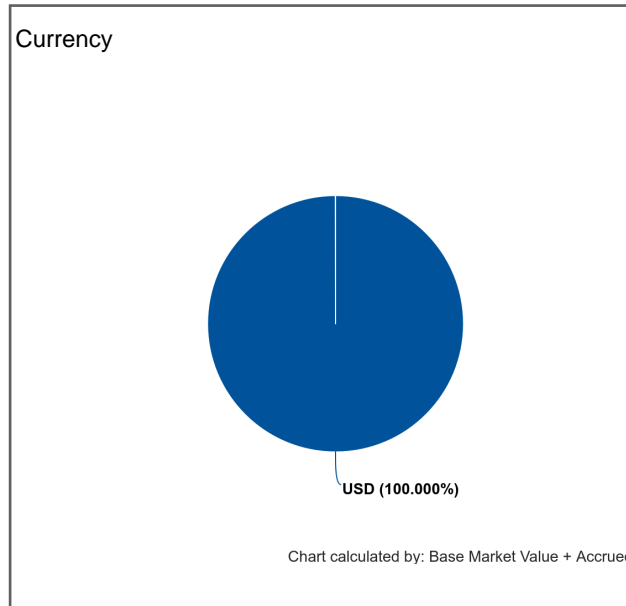
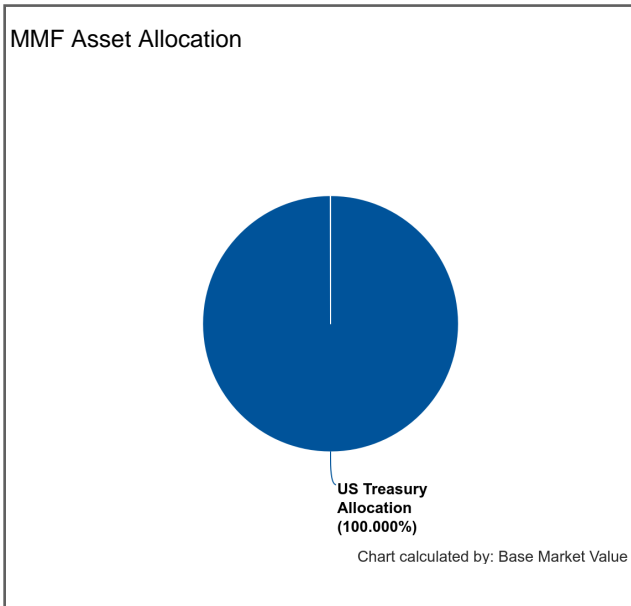
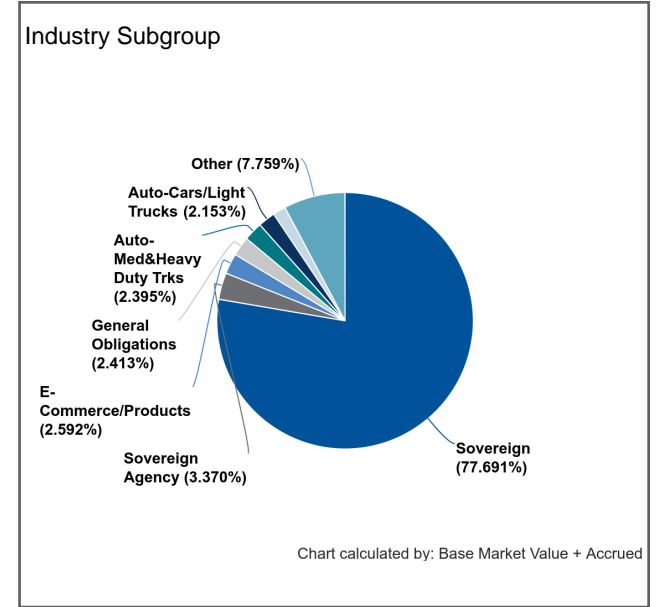
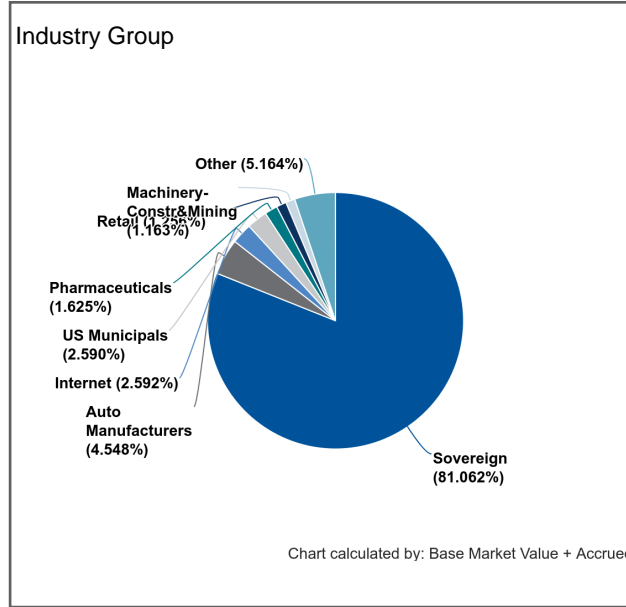
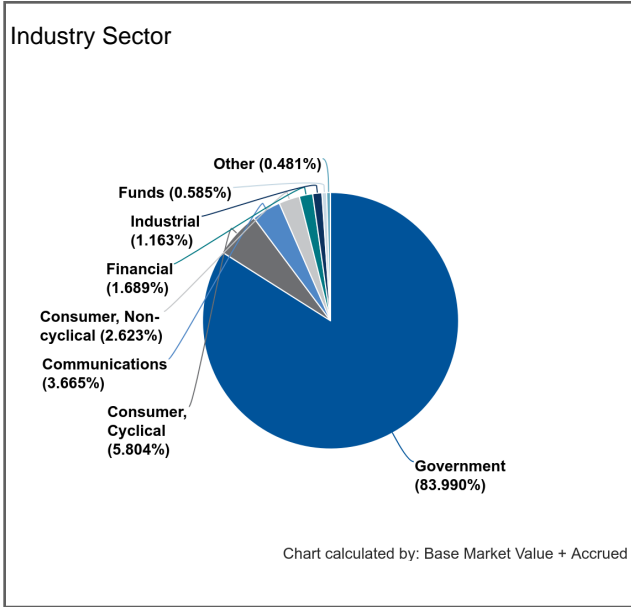


Base Risk Summary - Fixed Income

PTA-San Mateo Co. Trans. Agg (257430)

05/01/2024 - 05/31/2024

Dated: 06/14/2024



Base Risk Summary - Fixed Income

05/01/2024 - 05/31/2024

PTA-San Mateo Co. Trans. Agg (257430)

Dated: 06/14/2024

1: * Grouped by: Issuer Concentration. 2: * Groups Sorted by: % of Base Market Value + Accrued.

Additional Disclosure:

Item #5.b.

This information is for the sole purposes of the client and is not intended to provide specific advice or recommendations. Please review the contents of this information carefully. Should you have any questions regarding the information presented, calculation methodology, investment portfolio, security detail, or any other facet of this information, please feel free to contact us. 7/11/2024

Public Trust Advisors, LLC (Public Trust) statements and reports are intended to detail our investment advisory activity as well as the activity of certain client accounts managed by Public Trust. The custodian bank maintains the control of assets and executes and settles all investment transactions. The custodian statement is the official record of security and cash holdings transactions. Public Trust recognizes that clients may use these reports to facilitate record keeping; therefore, it is recommended that the client reconcile this information with their custodian bank statement. Many custodians use a settlement date basis that may result in the need to reconcile due to a timing difference. The underlying market value, amortized cost, and accrued interest may differ between the custodian and this statement or report. This can be attributed to differences in calculation methodologies and pricing sources used.

Public Trust does not have the authority to withdraw funds from or deposit funds to the custodian. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls, and generating ledger entries or otherwise recording transactions. The total market value represents prices obtained from various sources; it may be impacted by the frequency at which prices are reported, and such prices are not guaranteed. Prices received from pricing vendors are generally based on current market quotes but when such quotes are not available, the pricing vendors use a variety of techniques to estimate value. These estimates, particularly for fixed-income securities, may be based on certain minimum principal amounts (e.g. \$1 million) and may not reflect all the factors that affect the value of the security including liquidity risk. The prices provided are not firm bids or offers. Certain securities may reflect N/A or unavailable where the price for such security is generally not available from a pricing source. The market value of a security, including those priced at par value, may differ from its purchase price and may not closely reflect the value at which the security may be sold or purchased based on various market factors. The securities in this investment portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by Public Trust, the FDIC (except for certain non-negotiable certificates of deposit), or any government agency unless specifically stated otherwise.

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Beginning and ending balances are based on market value plus accrued interest on a trade date basis. Statements and reports made available to the end user either from Public Trust or through the online reporting platform may present information and portfolio analytics using various optional methods including, but not limited to, historical cost, amortized cost, and market value. All information is assumed to be correct, but the accuracy has not been confirmed and therefore is not guaranteed to be correct. Information is obtained from third party sources that may or may not be verified. The data in this report is unaudited and is only applicable for the date denoted on the report. Market values may change day-to-day based on numerous circumstances such as trading volume, news released about the underlying issuer, issuer performance, etc. Underlying market values may be priced via numerous aspects as certain securities are short term in nature and not readily traded. Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings.

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

The investment advisor providing these services is Public Trust Advisors, LLC, an investment adviser registered with the U.S. Securities and Exchange Commission (SEC) under the Investment Advisers Act of 1940, as amended. Registration with the SEC does not imply a certain level of skill or training. Public Trust is required to maintain a written disclosure brochure of our background and business experience. If you would like to receive a copy of our current disclosure brochure, Privacy Policy, or Code of Ethics, or have any questions regarding your account please contact us.

Public Trust Advisors
717 17th St. Suite 1850
Denver, CO 80202



Report: GAAP Trading Activity

Account: PTA-San Mateo Co. Trans. Agg (257430)

Date: 05/01/2024 - 05/31/2024

| Identifier | Description | Base Original Units | Base Current Units | Transaction Type | Trade Date | Settle Date | Final Maturity | Base Principal | Accrued Interest | Market Value |
|----------------------------|-------------------------------------|---------------------|--------------------|-------------------|------------|-------------|----------------|-------------------|------------------|---------------------|
| 14913UAL4 | CATERPILLAR FINANCIAL SERVICES CORP | 360,000.00 | 360,000.00 | Buy | 05/07/2024 | 05/14/2024 | 05/14/2027 | 359,604.00 | - | (359,604.00) |
| 3137BGK24 | FHMS K-043 A2 | - | (1,841.70) | Principal Paydown | 05/01/2024 | 05/01/2024 | 12/25/2024 | (1,841.70) | - | 1,841.70 |
| 31846V534 | FIRST AMER:US TRS MM Y | 510,028.10 | 510,028.10 | Buy | --- | --- | 05/31/2024 | 510,028.10 | - | (510,028.10) |
| 31846V534 | FIRST AMER:US TRS MM Y | (751.66) | (751.66) | Sell | 05/28/2024 | 05/28/2024 | 05/31/2024 | (751.66) | - | 751.66 |
| 31846V534 | FIRST AMER:US TRS MM Y | 948,959.26 | 948,959.26 | Buy | --- | --- | 05/31/2024 | 948,959.26 | - | (948,959.26) |
| 31846V534 | FIRST AMER:US TRS MM Y | (859,521.10) | (859,521.10) | Sell | --- | --- | 05/31/2024 | (859,521.10) | - | 859,521.10 |
| 89236TMD4 | TOYOTA MOTOR CREDIT CORP | 500,000.00 | 500,000.00 | Buy | 05/13/2024 | 05/16/2024 | 05/15/2026 | 499,675.00 | - | (499,675.00) |
| 91282CEN7 | UNITED STATES TREASURY | (325,000.00) | (325,000.00) | Sell | 05/08/2024 | 05/09/2024 | 04/30/2027 | (307,962.89) | (218.58) | 308,181.47 |
| 91282CGR6 | UNITED STATES TREASURY | (500,000.00) | (500,000.00) | Sell | 05/14/2024 | 05/15/2024 | 03/15/2026 | (497,910.16) | (3,833.22) | 501,743.38 |
| San Mateo County TA | | 633,714.60 | 631,872.90 | | | | | 650,278.85 | | (646,227.05) |

* Showing transactions with Trade Date within selected date range.

* Weighted by: Absolute Value of Principal

* MMF transactions are collapsed

* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down.

* While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

SMCTA – Glossary of Terms

Accrued Interest The interest that has accumulated on a bond since the last interest payment up to, but not including, the settlement date. Accrued interest occurs as a result of the difference in timing of cash flows and the measurement of these cash flows.

Amortized Cost The amount at which an investment is acquired, adjusted for accretion, amortization, and collection of cash.

Book Yield The measure of a bond's recurring realized investment income that combines both the bond's coupon return plus its amortization.

Average Credit Rating The average credit worthiness of a portfolio, weighted in proportion to the dollar amount that is invested in the portfolio.

Convexity The relationship between bond prices and bond yields that demonstrates how the duration of a bond changes as the interest rate

Credit Rating An assessment of the credit worthiness of an entity with respect to a particular financial obligation. The credit rating is inversely related to the possibility of debt default.

Duration A measure of the exposure to interest rate risk and sensitivity to price fluctuation of fixed income investments. Duration is expressed as a number of years.

Income Return The percentage of the total return generated by the income from interest or dividends.

Original Cost The original cost of an asset takes into consideration all of the costs that can be attributed to its purchase and to putting the asset

Par Value The face value of a bond. Par value is important for a bond or fixed income instrument because it determines its maturity value as well as the dollar value of coupon payments.

Price Return The percentage of the total return generated by capital appreciation due to changes in the market price of an asset.

Short Term Portfolio The city's investment portfolio whose securities' average maturity is between 1 and 5 years.

Targeted Maturities Portfolio The city's investment portfolio whose securities' average maturity is between 0 and 3 years.

Total Return The actual rate of return of an investment over a given evaluation period. Total return is the combination of income and price return.

Unrealized Gains/(Loss) A profitable/(losing) position that has yet to be cashed in. The actual gain/(loss) is not realized until the position is closed. A position with an unrealized gain may eventually turn into a position with an unrealized loss, as the market fluctuates and vice versa.

Weighted Average Life (WAL) The average number of years for which each dollar of unpaid principal on an investment remains outstanding, weighted by the size of each principal payout.

Yield The income return on an investment. This refers to the interest or dividends received from a security and is expressed as a percentage based on the investment's cost and its current market value.

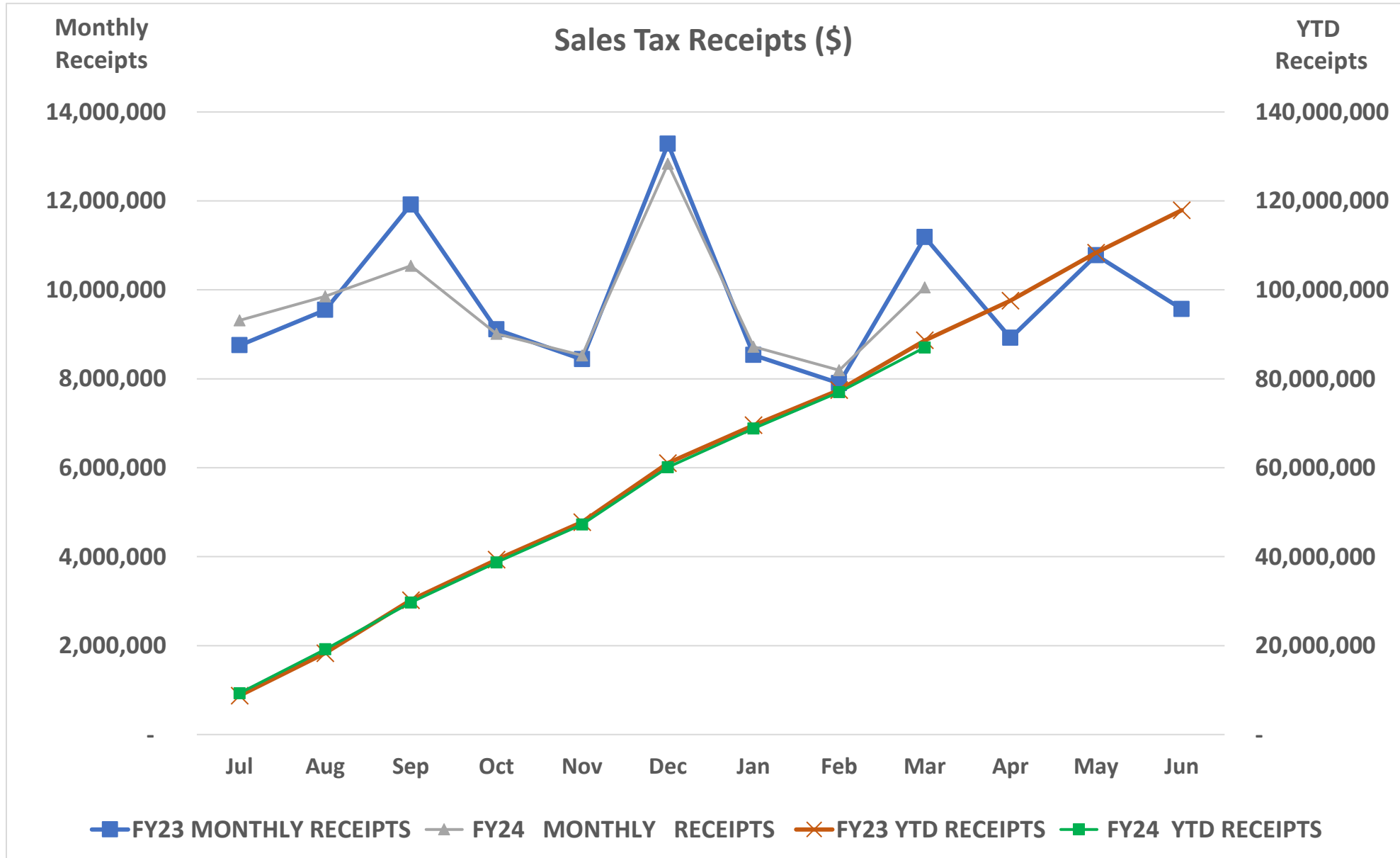
Yield to Maturity at Cost (YTM @ Cost) The internal rate of return of a security given the amortized price as of the report date and future expected cash flows.

Yield to Maturity at Market (YTM @ Market) The internal rate of return of a security given the market price as of the report date and future expected cash flows.

Years to Effective Maturity – The average time it takes for securities in a portfolio to mature, taking into account the possibility that any of the bonds might be called back to the issuer.

Years to Final Maturity The average time it takes for securities in a portfolio to mature, weighted in proportion to the dollar amount that is invested in the portfolio. Weighted average maturity measures the sensitivity of fixed income portfolios to interest rate changes.

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY
FY2024
Measure A Sales Tax
May-24**



* Sales tax receipts are received and reconciled two months in arrears with a quarterly true up by the State of California also two months in arrears

SAN MATEO COUNTY TRANSPORTATION AUTHORITY
MONTHLY PAYMENTS
May 2024

| Unit | Ref | Name | Amount | Method | Description |
|-------|--------|--------------------------------------|--------------|--------|-----------------------|
| SMCTA | 000253 | SAN MATEO COUNTY TRANSIT DISTRICT | 2,748,911.09 | WIR | Operating Expenses |
| SMCTA | 000358 | DAILY JOURNAL CORPORATION | 917.65 | ACH | Operating Expenses |
| SMCTA | 000360 | KADESH & ASSOCIATES, LLC | 4,600.00 | ACH | Operating Expenses |
| SMCTA | 000367 | KADESH & ASSOCIATES, LLC | 4,600.00 | ACH | Operating Expenses |
| SMCTA | 000368 | KHOURI CONSULTING LLC | 5,750.00 | ACH | Operating Expenses |
| SMCTA | 000370 | SILICON VALLEY BICYCLE COALITION | 3,333.00 | ACH | Operating Expenses |
| SMCTA | 000371 | DAILY JOURNAL CORPORATION | 564.71 | ACH | Operating Expenses |
| SMCTA | 000973 | FIELDMAN, ROLAPP & ASSOCIATED | 2,419.00 | CHK | Operating Expenses |
| SMCTA | 000974 | GOVERNMENT FINANCE OFFICERS ASSN | 160.00 | CHK | Operating Expenses |
| SMCTA | 000978 | SAN MATEO, COUNTY OF | 6,024.77 | CHK | Operating Expenses |
| SMCTA | 000984 | YEAR UP, INC. | 9,103.85 | CHK | Operating Expenses |
| SMCTA | 000985 | BERGDAVIS PUBLIC AFFAIRS | 781.25 | CHK | Operating Expenses |
| SMCTA | 000987 | PROGRESS PUBLIC AFFAIRS, LLC | 292.50 | CHK | Operating Expenses |
| SMCTA | 000251 | DEPARTMENT OF TRANSPORTATION | 50,000.00 | WIR | Capital Programs (1) |
| SMCTA | 000252 | HANSON BRIDGETT LLP | 3,417.00 | WIR | Capital Programs (2) |
| SMCTA | 000357 | AECOM TECHNICAL SERVICES, INC. | 18,205.18 | ACH | Capital Programs (3) |
| SMCTA | 000359 | WSP USA INC. | 16,937.03 | ACH | Capital Programs (4) |
| SMCTA | 000359 | WSP USA INC. | 6,540.19 | ACH | Capital Programs (4) |
| SMCTA | 000361 | PENINSULA TRAFFIC CONGESTION RELIEF | 289,200.00 | ACH | Capital Programs (5) |
| SMCTA | 000361 | PENINSULA TRAFFIC CONGESTION RELIEF | 909.00 | ACH | Capital Programs (5) |
| SMCTA | 000361 | PENINSULA TRAFFIC CONGESTION RELIEF | 566,579.17 | ACH | Capital Programs (5) |
| SMCTA | 000362 | BELMONT, CITY OF | 3,922.05 | ACH | Capital Programs (6) |
| SMCTA | 000363 | AECOM TECHNICAL SERVICES, INC. | 93,892.35 | ACH | Capital Programs (7) |
| SMCTA | 000364 | WSP USA INC. | 4,322.73 | ACH | Capital Programs (8) |
| SMCTA | 000364 | WSP USA INC. | 37,861.96 | ACH | Capital Programs (8) |
| SMCTA | 000364 | WSP USA INC. | 3,818.17 | ACH | Capital Programs (8) |
| SMCTA | 000365 | WSP USA INC. | 7,841.91 | ACH | Capital Programs (9) |
| SMCTA | 000366 | WILLIAM R. GRAY AND COMPANY | 10,378.92 | ACH | Capital Programs (10) |
| SMCTA | 000369 | AECOM TECHNICAL SERVICES, INC. | 62,277.81 | ACH | Capital Programs (11) |
| SMCTA | 000972 | CITY/COUNTY ASSOC OF GOVT | 25,000.00 | CHK | Capital Programs (12) |
| SMCTA | 000975 | REDWOOD CITY, CITY OF | 21,395.40 | CHK | Capital Programs (13) |
| SMCTA | 000976 | REDWOOD CITY, CITY OF | 45,566.89 | CHK | Capital Programs (14) |
| SMCTA | 000977 | TOWN OF COLMA | 2,245.02 | CHK | Capital Programs (14) |
| SMCTA | 000979 | HALF MOON BAY, CITY OF | 16,346.25 | CHK | Capital Programs (15) |
| SMCTA | 000986 | SAN MATEO, CITY OF | 373,989.10 | CHK | Capital Programs (15) |
| SMCTA | 000980 | SAN BRUNO, CITY OF | 7,534.89 | CHK | Capital Programs (16) |
| SMCTA | 000981 | SAN MATEO COUNTY OFFICE OF EDUCATION | 10,614.03 | CHK | Capital Programs (17) |
| SMCTA | 000982 | SOUTH SAN FRANCISCO, CITY OF | 210,421.77 | CHK | Capital Programs (18) |
| SMCTA | 000983 | TOWN OF COLMA | 87,543.00 | CHK | Capital Programs (19) |
| SMCTA | 000988 | SOUTH SAN FRANCISCO, CITY OF | 56,922.00 | CHK | Capital Programs (19) |

\$ 4,821,139.64

| | | | |
|-----|--|------|--------------------------------|
| (1) | 101 HOV Ln Whipple - San Bruno | (9) | Highway Oversight |
| (2) | Railroad Grade Sep Oversight | (10) | 101 HOV Ln Whipple - San Bruno |
| (3) | Moss Beach-SR1 Cong& Safe Impr | (11) | 101 Managed Lanes (Nof I-380) |
| (4) | \$ 16,937.03 Highway Oversight | (12) | Highway Oversight |
| | \$ 6,540.19 Ped/Bike Cycle 6 - FY 23/24 | (13) | 2020 Bike/Ped Call for Project |
| | <u>\$ 23,477.22</u> | | |
| (5) | \$ 289,200.00 ACR Countywide TDM Prgm | (14) | ACR/TDM FY23 & FY24 Cycle |
| | \$ 909.00 ACR/TDM FY23 & FY24 Cycle | (15) | 2017 Bike/Ped Call for project |
| | \$ 566,579.17 Shuttles FY24-25 Funding | (16) | 2020 Bike/Ped Call for Project |
| | <u>\$ 856,688.17</u> | | |
| (6) | Ped/Bike Cycle 6 - FY 23/24 | (17) | Safe Routes to School |
| (7) | 101 Managed Lanes (Nof I-380) | (18) | Shuttles FY24-25 Funding |
| (8) | \$ 4,322.73 Highway Oversight | (19) | Ped/Bike Cycle 6 - FY 23/24 |
| | \$ 37,861.96 Regional Transit Connections | | |
| | \$ 3,818.17 SMCTA Strategic Plan 2025-2029 | | |
| | <u>\$ 46,002.86</u> | | |

SAN MATEO COUNTY TRANSPORTATION AUTHORITY
Project Expenses by Category
As of May 31, 2024

| Measure A Annual Category Allocations (Pass-through) | Expenses |
|---|---------------------|
| Local Streets/ Transportation | \$23,987,270 |
| San Mateo County/SFO BART Extension | 2,132,202 |
| Accessible Services | 4,264,404 |
| Total | \$30,383,875 |

| Measure A Categories | Expenses |
|-------------------------------|---------------------|
| Transit | |
| <i>Caltrain</i> | \$2,878,343 |
| <i>Local Shuttle</i> | 2,758,463 |
| <i>Ferry Service</i> | 57,653 |
| <i>Dumbarton</i> | 20,279 |
| Highways | 2,450,467 |
| Grade Separations | 6,999,867 |
| Pedestrian and Bicycle | 3,643,320 |
| Alternative Congestion Relief | 834,205 |
| Administrative Overhead | 1,576,178 |
| Total | \$21,218,776 |

| Measure W Annual Category Allocations (Pass-through) | Expenses |
|---|---------------------|
| Local Safety Pothole and Congestion Relief Improvements | \$10,650,063 |
| Total | \$10,650,063 |

| Measure W Categories | Expenses |
|--|--------------------|
| Countywide Highway Congestion Improvements | \$1,067,470 |
| Transportation Demand Management | 467,362 |
| Grade Separation | 0 |
| Pedestrian and Bicycle | 1,293,454 |
| Regional Transit Connections | 285,166 |
| Administrative Overhead | 147,996 |
| Total | \$3,261,448 |

| Other Uses | Expenses |
|--|--------------------|
| US 101 Express Lanes 2020 Ltd Tax Bonds Proceeds | \$2,316,409 |
| Total | \$2,316,409 |

Note:

Administrative Overhead consists of Agency Indirect Administrative costs and Capital Administrative costs.

**San Mateo County Transportation Authority
Staff Report**

To: Board of Directors
Through: April Chan, Executive Director
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Approving and Ratifying the Transportation Authority Insurance Program for Fiscal Year 2025**

Action

Staff proposes that the Board of Directors (Board) approve and ratify the San Mateo County Transportation Authority's (TA) Insurance Program for Fiscal Year 2024-25 (FY2025) at a total premium cost of \$290,462, inclusive of the following:

- Primary and Excess Commercial General Liability policies with combined single limits for bodily injury and property damage in the amount of \$11 million and a \$100,000 self-insured retention (SIR) for an annual premium of \$234,735; and
- Public Officials Liability insurance with policy limits of \$3 million and a \$50,000 SIR for an annual premium of \$55,727.

Significance

The TA's insurance program is comprised of \$11 million in combined Primary and Excess Commercial General Liability insurance and \$3 million in Public Officials Liability.

The TA's lead General Liability insurer of many years (historically providing the first \$1 million in coverage), Allied Public Risk (APR), withdrew from writing policies for public entities altogether and has been replaced by CHUBB as the TA's lead carrier, now with limits of \$5 million. Allied World, the TA's second excess liability carrier (historically providing \$10 million in excess of \$1 million), reduced its limits from \$10 million to \$6 million. Replacing APR's \$1 million first layer coverage proved exceedingly difficult, resulting in a 17 percent increase in liability premiums from \$200,931 in FY2024 to \$234,735 in FY2025. The TA will retain its \$11 million in General Liability insurance and its \$100,000 self-insured retention in FY2025.

The TA's Public Officials Liability coverage will renew for FY2025 with no change in coverage or cost.

The net result of the changes for FY2025 is a 13 percent overall increase in the cost of the TA's insurance program.

| Insurance Program Components | FY2024 | FY2025 |
|---|------------------|------------------|
| Primary and Excess Commercial General Liability | \$200,931 | \$234,735 |
| Public Officials Liability | \$55,727 | \$55,727 |
| Total | \$256,658 | \$290,462 |

Budget Impact

Funds for the insurance program are included in the TA’s FY2025 Budget.

Background

The combined single limit for bodily injury and property damage in FY2025 will be comprised of a \$5 million Primary Commercial General Liability policy plus \$6 million in Excess Liability insurance for a total of \$11 million in general liability coverage that is subject to a \$100,000 SIR. As in the past, the Public Officials Liability policy limit of \$3 million is in excess of a \$50,000 SIR.

The TA also remains a named insured and is afforded coverage under the San Mateo County Transit District's (District) insurance program that is in excess of the TA's own dedicated insurance policies. With dedicated coverage, the TA is able to take advantage of much lower retentions and deductibles than when it was only part of the District’s program. Additionally, coverage under the TA’s insurance program is specifically designed to cover the TA’s operations and is not shared with any other entity.

Prepared By: Marshall Rush Insurance and Claims Administrator 650-508-7742

Resolution No. 2024-

**Board of Directors, San Mateo County Transportation Authority
State of California**

* * *

Approving and Ratifying the Transportation Authority Insurance Program for Fiscal Year 2025

Whereas, the Executive Director of the San Mateo County Transportation Authority (TA) has approved an insurance program for Fiscal Year (FY) 2025 with premiums totaling \$290,462; and

Whereas, in conjunction with the expiration of the TA's existing insurance program on June 30, 2024, TA staff renewed its insurance program for FY2025 based on the plan approved by the Executive Director, with the following significant elements:

1. Primary and Excess Commercial General Liability policies with combined single limits for bodily injury and property damage of \$11 million and a \$100,000 self-insured retention (SIR) for an annual premium of \$234,735;
2. Public Officials Liability insurance with policy limits of \$3 million and a \$50,000 SIR for an annual premium of \$55,727; and

Whereas, the TA also is a named insured and afforded coverage under the San Mateo County Transit District's insurance program in excess of the TA's dedicated insurance policies; and

Whereas, staff recommends that the Board of Directors approve and ratify the renewal of the TA's insurance program for FY2025, as delineated above.

Now, Therefore, Be It Resolved, that the Board of Directors of the San Mateo County Transportation Authority hereby approves and ratifies the renewal of the TA's insurance program for Fiscal Year 2025, including the types of coverage, limits and premiums recited above.

Regularly passed and adopted this 11th day of July, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transportation Authority

Attest:

Authority Secretary

**San Mateo County Transportation Authority
Staff Report**

To: Board of Directors
Through: April Chan, Executive Director
From: Kate Jordan Steiner, Chief Financial Officer
Subject: **Programming and Allocating \$9,720,000 in Measure A Funds to the San Mateo County Transit District for the SamTrans Paratransit Program and Caltrain**

Action

Staff recommends the San Mateo County Transportation Authority (TA) Board of Directors (Board):

1. Program and allocate \$4,720,000 (\$4.72M) in Measure A funds from the Paratransit Program category to the San Mateo County Transit District (District) for its Paratransit Program in Fiscal Year 2025 (FY25);
2. Program and allocate \$5,000,000 (\$5M) in Measure A funds from the Caltrain Program category to the District for San Mateo County's share of local match for the Peninsula Corridor Joint Powers Board's (JPB) FY25 Capital Budget; and
3. Authorize the Executive Director or designee to execute any necessary agreements or other documents, or take any other actions necessary, to encumber the subject funding.

Significance

The TA's 2004 Transportation Expenditure Plan (2004 TEP) dedicates 4 percent of Measure A sales tax revenues, budgeted to be \$4.72M in FY25, to the District for the operating and capital needs of Redi-Wheels Paratransit and other accessible services to eligible seniors and people with disabilities.

The 2004 TEP also dedicates 16 percent of Measure A sales tax revenues to the Caltrain Program category for JPB capital and operating needs. Responsibility for the local match needed for the JPB's FY25 Capital Budget is equally shared by the three JPB member agencies (the District, the Santa Clara Valley Transportation Authority, and the City and County of San Francisco). The total local match required for Caltrain's Capital Program in FY25 is \$15M, of which San Mateo County's share is \$5M. This amount can be funded from anticipated FY25 Measure A revenues in the Caltrain Category. The proposed allocation of Measure A funds, combined with San Francisco and Santa Clara Counties' shares of local match, will be used to leverage Federal and State grants to fund capital improvements necessary to maintain the railroad in a state of good repair, and make other system-wide Caltrain infrastructure improvements.

Starting in FY26, staff anticipates incorporating the annual Paratransit and Caltrain allocations into the TA’s annual budget adoption request.

Budget Impact

The proposed allocation of \$4.72M to the District's Paratransit Program is included in the TA’s FY25 Adopted Budget under the Paratransit category.

The proposed allocation of \$5M to the District for San Mateo County’s share of local matching funds for the Caltrain Capital Budget is included in the TA’s FY25 Adopted Budget as the San Mateo Local Share under the Caltrain Program category.

For FY25, San Mateo County’s share of the Caltrain Capital Budget will fund the following Caltrain Capital Projects. Descriptions of the projects appear in Exhibit A.

| Caltrain Project Name | FY25 San Mateo County Share |
|--|------------------------------------|
| State of Good Repair Structures | \$312,000 |
| Signal State of Good Repair | 112,672 |
| Electric Multiple Unit (EMU) Rail Vehicle State of Good Repair | 521,223 |
| Municipal Separate Storm Sewer System (MS4) Trash Management | 494,465 |
| Mini-High Platforms | 881,000 |
| Capital Planning | 790,000 |
| Corridor Crossing Strategy | 520,000 |
| Level Boarding Roadmap | 520,000 |
| Capital Contingency Funds – Engineering | 211,359 |
| Capital Contingency Funds – Rail | 422,719 |
| Capital Project Development | 214,562 |
| Total | \$5,000,000 |

Background

The 2004 TEP sets the program categories and percentage splits of the sales tax revenues for each of six categories: Transit, Highways, Local Streets/Transportation, Grade Separations, Pedestrian and Bicycle, and Alternative Congestion Relief. Within the Transit Program, funding is provided for multiple modes, including Caltrain, Local Shuttles, Accessible Services, Ferry, the Dumbarton Corridor and Bay Area Rapid Transit. Funding for the Paratransit allocation is contained in the Accessible Services mode.

The TA's Strategic Plan, most recently approved by the Board of Directors in December 2019, provides a policy framework to guide the TA's programming and allocation decisions within the structure established by the 2004 TEP. The proposed allocations are consistent with the TA's current Strategic Plan.

| | | | |
|--------------|------------------|-----------------------|--------------|
| Prepared By: | Cleo Liao | Manager, Budgets | 650-508-7756 |
| | Melanie Hartanto | Senior Budget Analyst | 650-508-6478 |

Exhibit A

Caltrain Project Descriptions

This document summarizes the Caltrain capital projects that will be funded from the San Mateo County Transportation Authority \$5 million Measure A contribution as San Mateo County's share to the Caltrain Fiscal Year 2025 Capital Budget.

1. State of Good Repair Structures - \$312,000

Project Description:

This project will perform maintenance repairs aimed at restoring the integrity of bridges or structures to a fair condition, enhancing safety, security, and extending the useful life of these assets. The project will prioritize structures that require immediate attention, such as replacement of handrails, ballast retainers, bird netting, spalling concrete repair, bearing pad replacements, timber decking renewals, and tunnel drainage improvements.

2. Signal State of Good Repair - \$112,672

Project Description:

The planned maintenance, replacement, and upgrade activities scheduled for FY25 encompass several critical initiatives, such as phase 2 of replacing Electro Code 4 (EC4) units at 37 signal locations and Vital Harmon Logic Controller (VHLC) units at 23 control points. Additionally, outdated chargers and batteries will be replaced at 60 locations. These essential tasks are integral to ensuring the continued safety and efficiency of the signal system.

3. Electric Multiple Unit (EMU) Rail Vehicle State of Good Repair - \$521,223

Project Description:

The purpose of this project is to conduct COTS-inspections (Cleaned, Oiled, Tested, and Stenciled) on the air brakes of the EMU. Caltrain needs to initiate the procurement of necessary equipment within a few months before the new EMUs are put into service so that Caltrain can stagger these inspections across its 19 EMU sets.

4. Municipal Separate Storm Sewer System (MS4) Trash Management - \$494,465

Project Description:

The MS4 Project will design and implement a trash capture system required to maintain the Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit. Implementation and certification must be completed by 2030. The funds will be used to design, procure, and install the storm drain filtering system.

Exhibit A Caltrain Project Descriptions

5. Mini-High Platforms - \$881,000

Project Description:

This project will install mini-high platforms at thirteen stations. The scope of work includes installing precast platforms and making necessary modifications to existing infrastructure to accommodate the installation. Additionally, grounding and bonding will be required at all the stations within the electrified areas.

6. Capital Planning - \$790,000

Project Description:

The Caltrain 10-year Capital Improvement Plan (CIP) will provide the roadmap for Caltrain's involvement and leadership in the programming and development of capital projects across the corridor. The CIP will also include the development of a prioritization framework to provide a structured, evidence-based, and equitable decision-making framework to prioritize investments in capital projects.

7. Corridor Crossing Strategy - \$520,000

Project Description:

The Corridor Crossings Strategy (CCS) will provide a cohesive approach to necessary grade separations or closures to enhance regional mobility and safety benefits. The Caltrain Business Plan acknowledges that grade separation projects are costly, complex, and challenging. The CCS strives to identify areas for enhancement in the current process and develop a potential strategic approach to gain corridor-wide consensus on delivery of grade separation projects.

8. Level Boarding Roadmap - \$520,000

Project Description:

This project will develop a plan for vehicle and platform modifications to accommodate systemwide level boarding. This includes technical, regulatory, freight, and operational interface evaluation. It will also conduct research on best practices, document constraints and challenges, and develop a long-term plan and path to completion.

9. Capital Contingency Funds – Engineering - \$211,359

Project Description:

This contingency supports unforeseen capital expenditures related to the delivery of capital projects/programs.

Exhibit A Caltrain Project Descriptions

10. Capital Contingency Funds – Rail - \$422,719

Project Description:

This contingency supports unforeseen capital expenditure related to rail operations.

11. Capital Project Development - \$214,562

Project Description:

This contingency supports planning and engineering study activities.

Resolution No. 2024-

**Board of Directors, San Mateo County Transportation Authority
State of California**

* * *

**Programming and Allocating \$9,720,000 in Measure A Funds to the San
Mateo County Transit District for the SamTrans Paratransit Program and
Caltrain**

Whereas, on June 7, 1988, the voters of San Mateo County approved the ballot measure known as "Measure A" (Original Measure A), which increased the local sales tax in San Mateo County by one-half percent with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters; and

Whereas, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the San Mateo County Transportation Authority (TA) of the Measure A half-cent transactions and use tax for an additional 25 years (New Measure A) to implement the 2004 Transportation Expenditure Plan (2004 TEP) beginning January 1, 2009; and

Whereas, the 2004 TEP provides for Measure A funding for various program categories and percentage splits of the sales tax revenue for these program categories; and

Whereas, the 2004 TEP designates 4 percent of New Measure A revenues to support the operating and capital needs of providing paratransit or other accessible services to eligible seniors and people with disabilities in San Mateo County; and

Whereas, the 2004 TEP also designates up to 16 percent of New Measure A revenues to support the San Mateo County Transit District's (District) share of the Peninsula Corridor Joint Powers Board's (JPB) annual Caltrain operating and capital costs; and

Whereas, the District's share of the Caltrain Capital Program is combined with San Francisco and Santa Clara Counties' equal shares to provide a portion of the annual Caltrain Capital Program and be leveraged to attain other Federal and State financial support; and

Whereas, consistent with the TA's Fiscal Year 2025 (FY25) Budget, the Executive Director proposes that the Board of Directors program and allocate a total of \$9,720,000 in Measure A funds as follows:

1. \$4,720,000 from the Paratransit Program category to the District for its Paratransit Program in FY25; and
2. \$5,000,000 from the Caltrain Program category to the District for San Mateo County's share of local match for the JPB's FY25 Capital Budget.

Whereas, the proposed allocations are consistent with the 2004 TEP and the TA's Strategic Plan 2020-2024.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transportation Authority hereby programs and allocates a total of \$9,720,000 in Measure A funds to the San Mateo County Transit District as detailed above; and

Be It Further Resolved that the Board hereby authorizes the Executive Director or designee to execute any necessary agreements or other documents, or take any other actions necessary, to encumber the subject funding.

Regularly passed and adopted this 11th day of July, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transportation Authority

Attest:

Authority Secretary

**San Mateo County Transportation Authority
Resolution No. 2024-**

Expressing Appreciation to

Emily Beach

Whereas, Director Beach was first appointed in 2017 to the San Mateo County Transportation Authority (TA) Board of Directors as the representative of the “Cities at Large” in San Mateo County, by the City Selection Committee; and

Whereas, Director Beach served as the Vice Chair of the TA Board in 2019 and then Chair of TA Board in 2020 and 2021; and

Whereas, Director Beach has demonstrated a commitment to fostering collaboration among various stakeholders to address transportation challenges, promoting sustainable and equitable solutions that benefit the community at large; and

Whereas, Director Beach has consistently exhibited exemplary professionalism, dedication, integrity, and passion in her role on the Board, earning the respect and admiration of her colleagues and constituents alike; and

Whereas, Director Beach has been a true champion of the mission and vision of the TA, helping approve more than \$700 million in Measures A and W funding for critical transportation projects across San Mateo County; and

Whereas, Director Beach helped oversee the development and adoption of the TA Strategic Plan 2020-2024, the Alternative Congestion Relief/Transportation Demand Management Plan, and the Short-Range Highway Plan to guide the TA’s investments of Measures A and W funding; and

Whereas, Director Beach has been a tireless advocate of the Broadway Grade Separation Project in the City of Burlingame, which will separate the road from the tracks at one of the most dangerous rail crossings in California in order to increase safety for all roadway users; and

Whereas, Director Beach was instrumental in shepherding the successful completion of the San Mateo 101 Express Lanes Project, including approval of a \$100 million loan to fully fund the construction of the project and creation of the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA); and

Whereas, as a TA representative on the Board of Directors for the SMCEL-JPA since its formation, **Director Beach** has helped to prioritize transit and incentivize decreases in use of single-occupant vehicles, in parallel with advocating for the Community Transportation Benefits Program to ensure everyone has equitable access to the project's benefits; and

Whereas, Director Beach's vision helped to spearhead development of San Mateo County's first ever Countywide Automated Vehicles Strategic Plan, helping local jurisdictions throughout San Mateo County prepare for the advent of Autonomous Vehicle technology in their communities; and

Whereas, Director Beach is an effective advocate for, and user of, active transportation for its health, sustainability, and mobility benefits.

Now, Therefore, Be It Resolved that the San Mateo County Transportation Authority does thank and commend **Director Beach** for her years of leadership on this Board with passion, and thoughtful and considerate collegiality, and for her undaunted support of transportation in San Mateo County.

Unanimously Adopted by the San Mateo County Transportation Authority this 11th day of July, 2024.

Chair, San Mateo County Transportation Authority





BOARD OF DIRECTORS 2024

CARLOS ROMERO, CHAIR
JULIA MATES, VICE CHAIR
NOELIA CORZO
RICO E. MEDINA
RAY MUELLER
MARK NAGALES

APRIL CHAN
EXECUTIVE DIRECTOR

Memorandum

Date: July 3, 2024
To: TA Board of Directors
From: April Chan, Executive Director

Eucalyptus Pedestrian Pathway Project

Town of Hillsborough's Eucalyptus Pedestrian Pathway Project received \$200,000 in Measure W funds from Cycle 1 of the ACR/TDM Program and \$389,000 of Measure A funds from Cycle 6 of the Pedestrian and Bicycle Program. This \$1 million project was completed in October 2023, and officially closed out in December 2023. The project constructed a 1,900-foot-long pathway that includes installation of three new Americans with Disabilities Act (ADA) ramps and four improved crosswalks. The project also used green infrastructure by using permeable concrete to promote stormwater infiltration opposed to draining water into the storm drain system. These improvements also enhance accessibility and improve the streetscape to encourage the students and families who live nearby to walk to school.

Menlo Park Bike/Ped Enhancement Project

In March 2023, the City of Menlo Park completed the Menlo Park Bike/Ped Enhancement Project, and the project was officially closed-out in November 2023. This project was funded in part with an allocation of \$805,600 of Measure A funds from Cycle 5 of the Pedestrian and Bicycle Program, which was awarded in March 2018. The project constructed pedestrian accessibility and safety enhancements through the installation of sidewalks, accessible curb ramps, and crosswalk enhancements that include rapid flashing beacons and enhanced signage. These improvements provide additional access and safety at these high-use corridors providing connections to schools, transit stations, parks, and high activity centers. The original cost of the project was estimated at approximately \$1 million, but the final costs of the project was only \$700,000. As a result, the total Measure A expenditure was \$588,000 and the remaining \$217,600 will be made available to the Pedestrian and Bicycle call for projects.

101/92 Mobility Hub and Smart Corridor Plan Community Feedback on Conceptual Design Options

As part of the TA's technical assistance program, staff is partnering with the City of San Mateo and SamTrans to plan for Class IV separate bikeway on 19th Avenue/Fashion Island Boulevard and conversion of the existing Park and Ride lot at the US 101/SR 92 interchange into a transit mobility hub. The Project Team has developed two conceptual design alternatives for bikeway that will connect the Hayward Park Caltrain station to Mariners Island Blvd. Additionally, three conceptual design alternatives were developed for the Park and Ride lot that incorporate different levels of potential transit services to the area.

The Project Team held an in-person community workshop at Fiesta Gardens Elementary School directly along the corridor and adjacent to the Park and Ride lot on May 15, 2024. Thirty-five people attended the workshop, voted on their favorite designs, and provided detailed feedback on ways the designs could be improved to better suit the community. An online survey was developed to allow for virtual participation in the process and input will be combined with the in-person feedback. The online survey is scheduled to close on June 28, 2024. The Project Team will be working toward selecting the preferred alternatives and refining the design over the summer.

Alpine Road Corridor Improvement Project

The Board received an update in January 2024 on the Alpine Road Corridor Improvement Project, which is sponsored by County of San Mateo with the San Mateo County Transportation Authority (TA) serving as the implementing agency and Caltrans providing oversight. The project will build a multi-use path, buffered bike lanes, pedestrian improvements and will also modify the I-280/Alpine Road on- and off-ramps to improve safety. Since the last update, the TA contracted with a consultant to complete the conceptual design phase and to secure Caltrans' approval for the Project Initiation Document (PID). Since then, the consultant and TA staff have completed data collection and prepared conceptual alternative layouts. The project team has also started community engagement, with presentations to key stakeholders such as the City of Menlo Park, Stanford University, SamTrans, the Ladera Community Association and County of San Mateo Fire Marshal. These presentations raised awareness about the project and provided early input on the conceptual project alternatives. Additional community outreach with take place this fall, and the input gathered from the outreach efforts will serve as the basis of the technical studies for the PID, which is anticipated to be approved by summer 2025.

TA Welcomes New Summer Interns

On June 17, the TA welcomed two new summer interns to the team: Nikesha Medard and Nate Kajani. Summer interns will be immersed in various trainings, field visits, and networking opportunities offered through the District's program.

Nikesha recently graduated from UC Berkeley with a Masters in City Planning. Nikesha is a passionate advocate for diversity and inclusion within urban development and has been very active in the community as President of the College of Environmental Design Students of Color and Recruitment Chair of the Planning Student Association. Nikesha will be supporting the TA

Project Delivery team on updating our GIS database, developing a funding plan template, and learning more about project development.

Nate is from the Bay Area, born in San Francisco and raised in Foster City. He is currently a junior studying philosophy at UCLA, most interested in ethical theory and metaphysics. Nate will spend the summer working with the TA's Planning and Fund Management, and Government and Community Affairs teams.

**San Mateo County Transportation Authority
Staff Report**

To: Board Of Directors
Through: April Chan, Executive Director
From: Peter Skinner, Executive Officer, Transportation Authority
Subject: **Update – US 101/SR 92 Interchange Projects**

Action

This is an informational item. No action is required.

Significance

The Board will receive updates on the status of improvements for the US 101/SR92 Interchange, with a focus on the US 101/SR 92 Interchange Direct Connector Project (Direct Connector Project). The Direct Connector Project is co-sponsored by the TA and City/County Association of Governments (C/CAG) and is currently in the environmental phase.

While the TA and C/CAG are the project sponsors of the improvements for the US101/SR92 Interchange, Caltrans, as the owner and operator of the interchange, is the lead agency under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

The Direct Connector Project is anticipated to require an Environmental Impact Report under CEQA and an Environmental Assessment under NEPA based on the complexity of alternatives and size of the Project footprint. The environmental phase is anticipated to be complete by late 2026.

The public scoping period, held between mid-April to mid-May 2024, is the initial step in the environmental process. The scoping period provides an opportunity for the public and agencies to provide early input on the project scope, proposed alternatives, potential environmental impacts and what the draft environmental document should study; as well as to learn and ask questions about the project.

The project team will continue to engage with the public and stakeholders through the environmental phase and are developing a Public Participation Plan (PPP) to guide the format and approach for such activities. Additional stakeholder workshops and presentations will be considered in the final PPP to provide opportunities for public input on project elements. These additional engagement and outreach activities will be progressed alongside the environmental technical studies in advance of the public release of the draft environmental document anticipated for spring 2026.

Staff will provide a summary of the activities completed and comments received during the scoping period as part of a PowerPoint Presentation.

Budget Impact

There is no budget impact associated with this informational update.

Background

Two projects have been identified to address safety, operational deficiencies, and congestion at the interchange. The Area Improvements Project will provide safety and operational improvements at four key ramp locations. The Area Improvements Project was environmentally cleared in 2021 through a NEPA categorical exclusion/CEQA categorical exemption and is anticipated to start construction in late 2024. This \$51.6 million project is funded with: \$23 million from the Measure A highway program, \$22 million from Regional Measure 3 (RM3), \$5.6 million from the State Transportation Improvement Program (STIP), and \$1 million from a federal earmark.

The Direct Connector Project will create a dedicated managed lane connection between SR 92 and the US 101 Express Lanes. Currently, there is no High Occupancy Vehicle (HOV) direct connection between the Express Lanes and 92. The Direct Connector Project Team is looking at three build alternatives to provide better connectivity between these facilities to improve operational efficiency, encourage carpooling and increase the use of shuttles and buses.

Three build alternatives are being studied, in addition to the no-build:

- Build Alternative 1: Direct Connector from Westbound SR 92 to the US 101 Express Lanes
- Build Alternative 2: Reversible Direct Connector Between the US 101 Express Lanes and SR 92
- Build Alternative 3: Direct Connector from the US 101 Express Lanes to Eastbound SR 92

Improvements to the US 101/SR 92 interchange are identified in the 1988 Measure A Transportation Expenditure Plan (TEP) and as a “Key Congested Area” in the 2004 Measure A TEP. The Project is also identified in the Short-Range Highway Plan as a project of “Countywide Significance.” Funding for the environmental clearance phase of the Project includes \$10.2 million from the Measure A highway program and \$2 million from RM3.

Prepared by: Carolyn Mamaradlo

Senior Project Manager

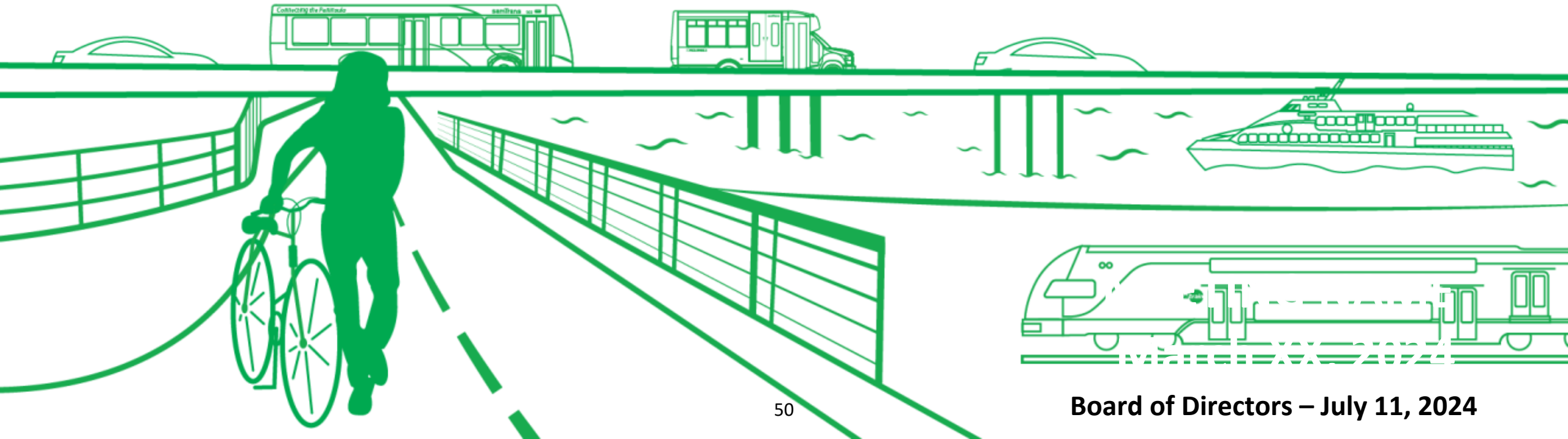
650-622-7897



SAN MATEO COUNTY
**Transportation
Authority**

Item #10.a.
7/11/2024

US 101/SR 92 Interchange Projects - Update



Agenda

- Background
- 101/92 Area Improvements Project
- 101/92 Direct Connector Project
 - Status
 - Alternatives
 - Environmental Process
 - Scoping Comments
- Next Steps



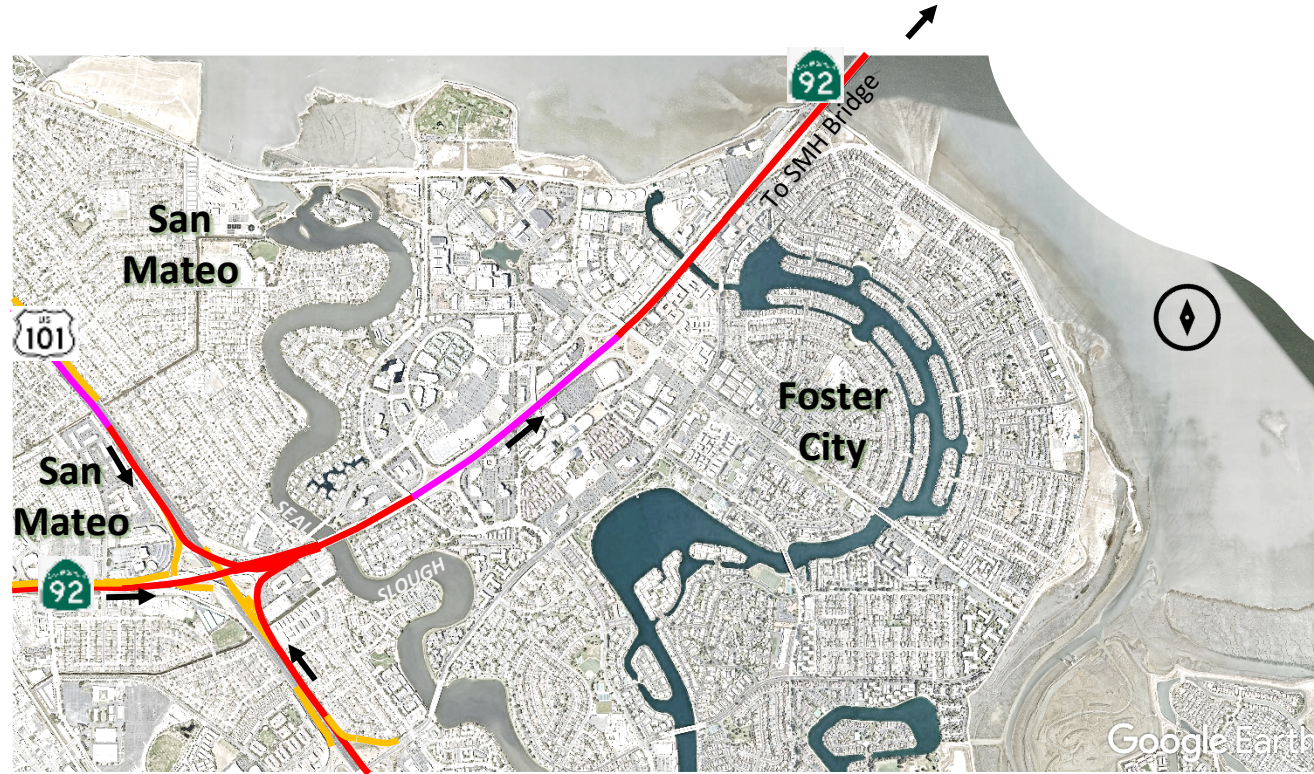
Background

101/92 Interchange
Improvements identified in:

- 1988 and 2004 Measure A
- Regional Measure 3

Two projects identified to address safety, operational deficiencies, and congestion:

- Near-term Area Improvements
- Longer-term Direct Connector

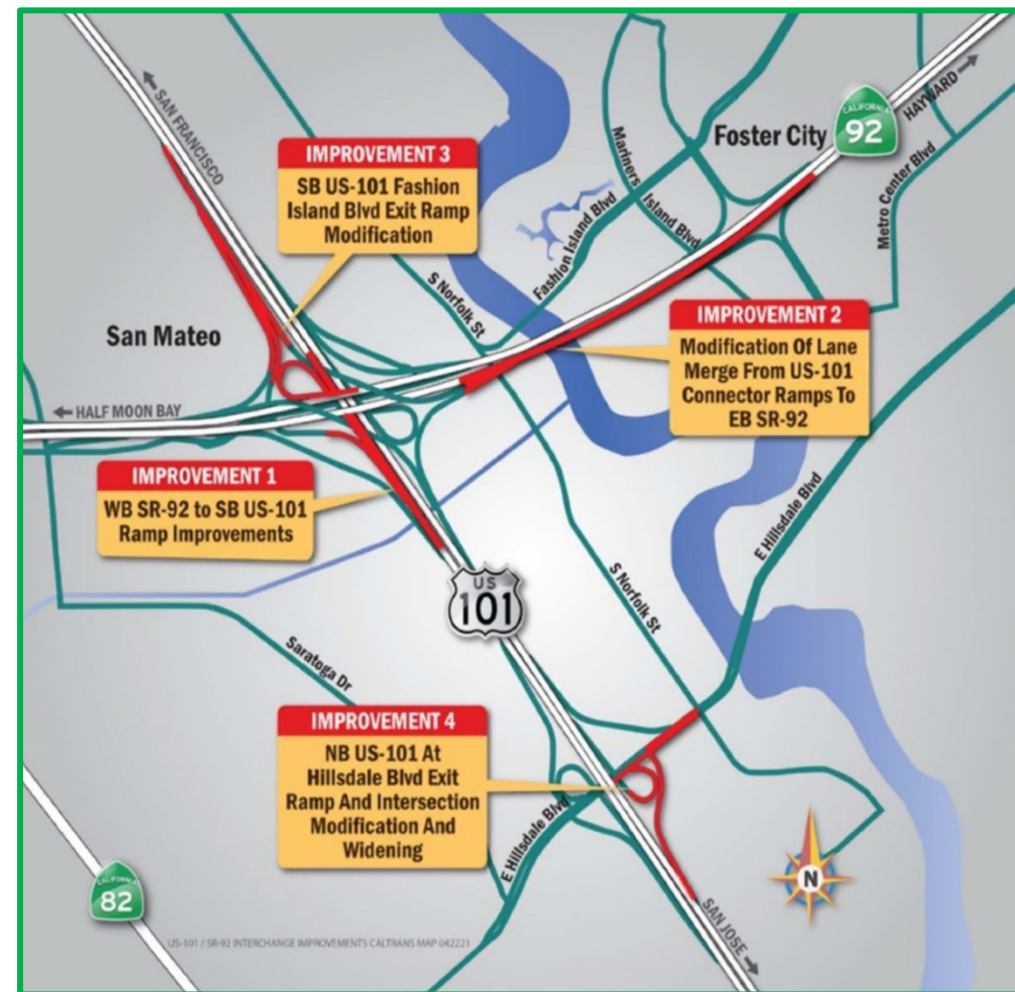


Legend

- Stop and Go Traffic (less than 15 mph)
- Slow Traffic (between 15 mph and 35 mph)
- Moderately Slow Traffic (between 35 mph and 45 mph)

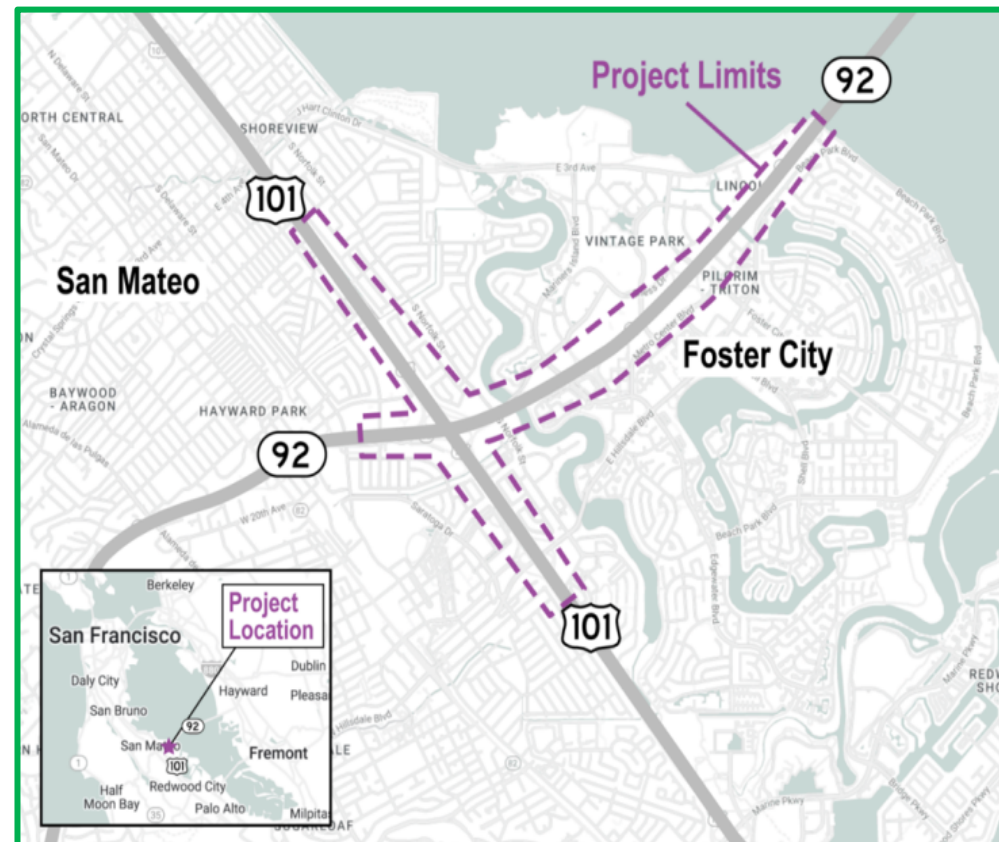
101/92 Area Improvements Project

- Near-term safety and operational improvements at four locations
- Reduce unsafe movements
- Improve local access to US 101
- Construction expected to start in late 2024
- Total Project cost: \$51.6 million
- Funding sources:
 - \$23M Measure A
 - \$22M Regional Measure 3
 - \$5.6M STIP
 - \$1M Federal Earmark



101/92 Direct Connector Project

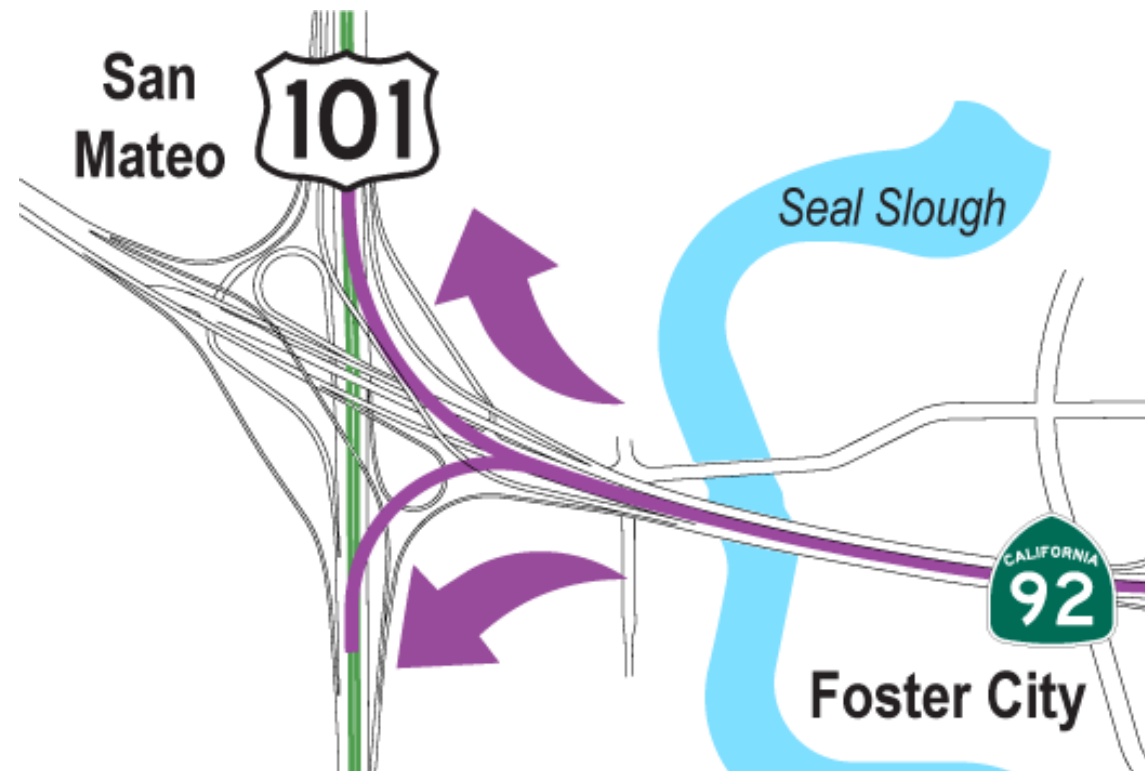
- Longer-term project would provide a dedicated managed lane connection between SR 92 and 101 Express Lanes to:
 - Improve travel time reliability
 - Encourage carpooling and transit use
 - Improve operational efficiency
- Three build alternatives, along with the no-build alternative
- Project Sponsors: TA & C/CAG
- Environmental Lead Agency: Caltrans



Build Alternative 1

Direct connection from westbound 92 to both directions of 101 Express Lanes

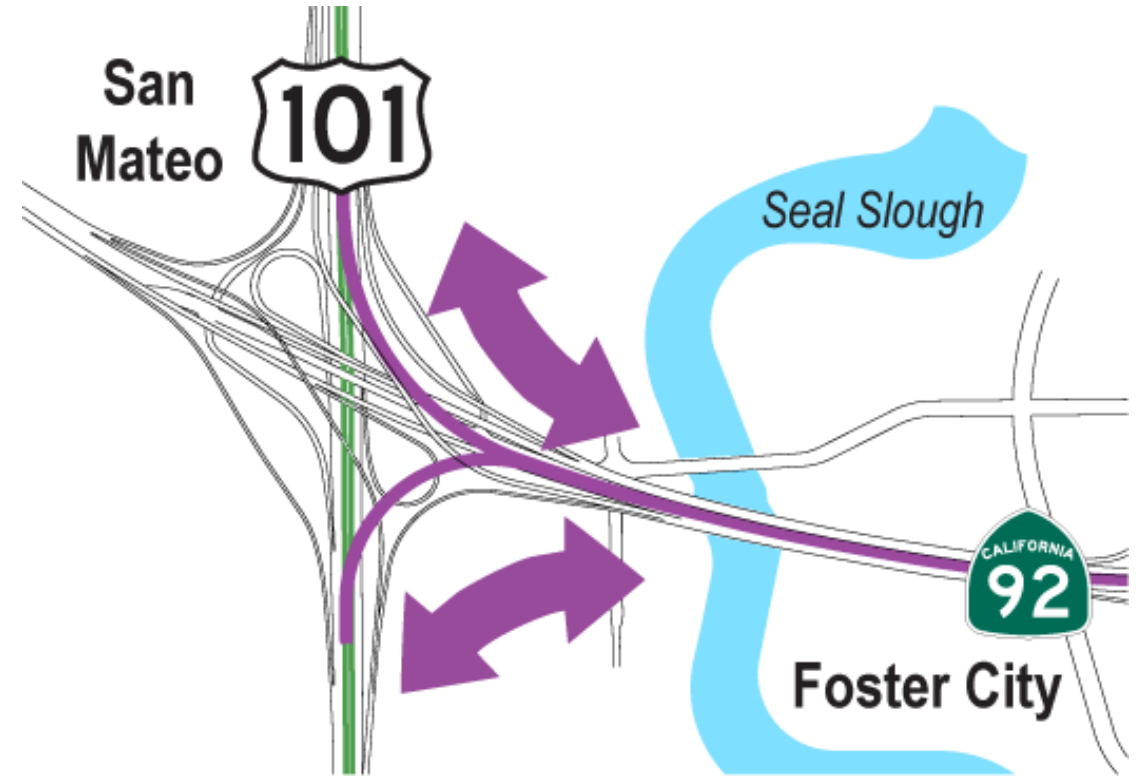
- Primarily benefiting west-bound morning commuters



Build Alternative 2

Reversible lane direct connection between 92 and 101 Express Lanes

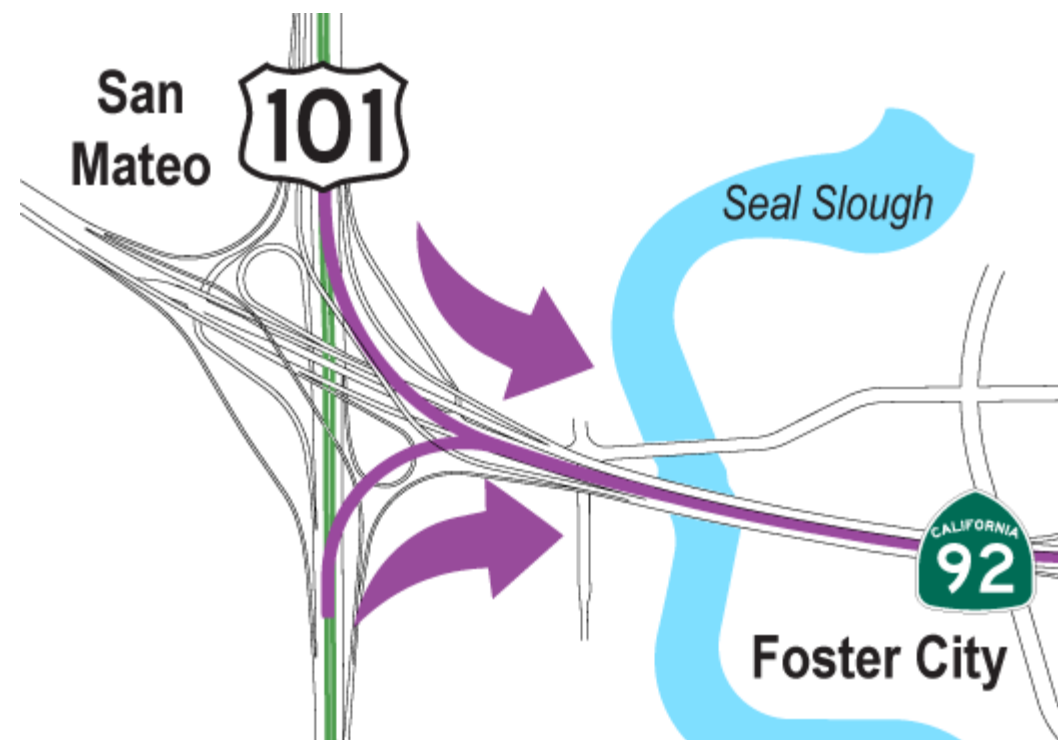
- During morning commute hours, allows access from westbound 92 to 101 Express Lanes
- During evening commute hours, allows access from 101 Express Lanes to eastbound 92



Build Alternative 3

Direct connection from the 101
Express Lanes to eastbound 92

- Primarily benefiting east-bound evening commuters

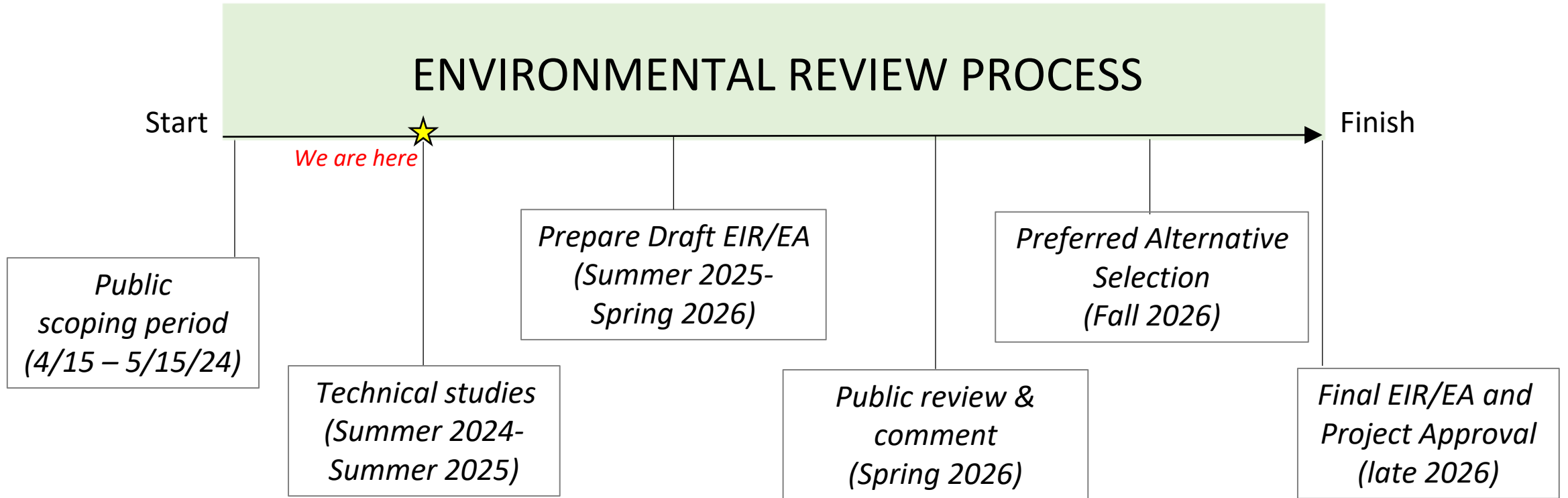


Project Development Status

TA is implementing the environmental phase with \$12.2 million in funding from Measure A and Regional Measure 3 grants

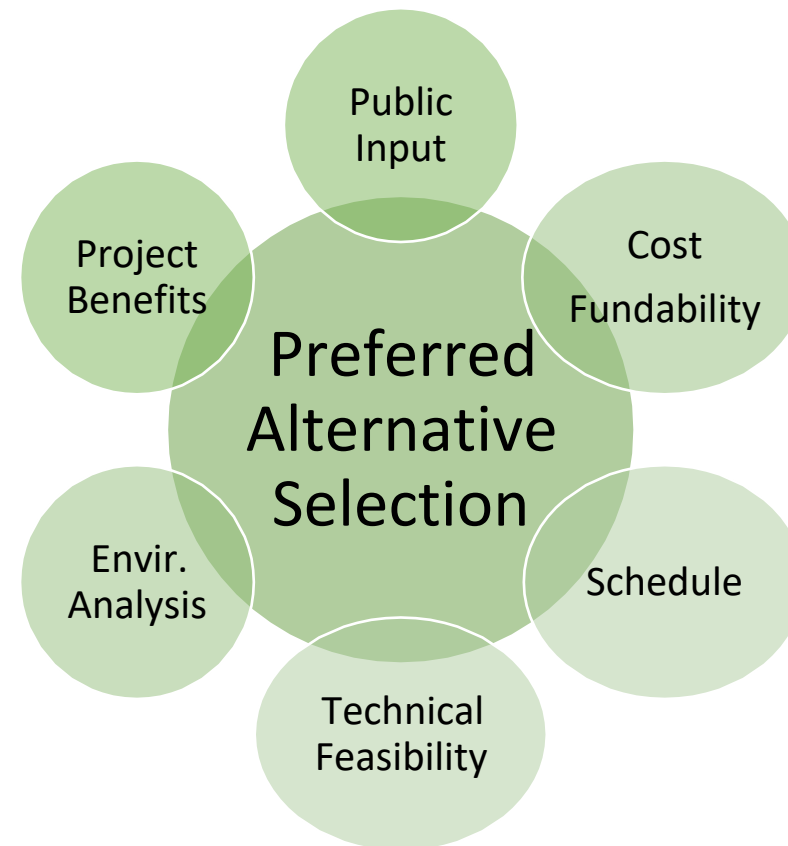


Environmental Phase Schedule



Preferred Alternative Selection Process

- Project Development Team, comprised of Caltrans functional units and project sponsors, recommends a Preferred Alternative
- Caltrans selects the alternative to be included in the Final Environmental Document
- TA and C/CAG Boards consider funding for future phases



Environmental Topics to be Studied

- ***Aesthetics and Visual Resources***
- ***Air Quality***
- ***Biological Resources***
- Cultural Resources
- Geology
- Climate Change
- ***Greenhouse Gas Emissions/Energy***
- Hazards and Hazardous Materials
- Hydrology/Water Quality
- Land Use/Planning
- Community/Growth
- Environmental Justice
- Noise/Vibration
- Paleontology
- ***Traffic and Transportation***
 - ***Vehicle Miles Traveled***
- Tribal Cultural Resources
- Utilities/Service Systems

Key Environmental Topics



Public Scoping Outreach

- 7,140 direct mailers (English, Spanish, and simplified Chinese)
- Newspaper ads in the Daily Journal, El Observador, and Sing Tao
- Social media and e-blasts
- Project website (www.smcta.com/101-92DC)
- Fact sheet
- Two public meetings
 - Virtual: 66 attendees (4/23/24)
 - In-person: 36 attendees (5/1/24)
- Recorded presentation (multilingual subtitles)

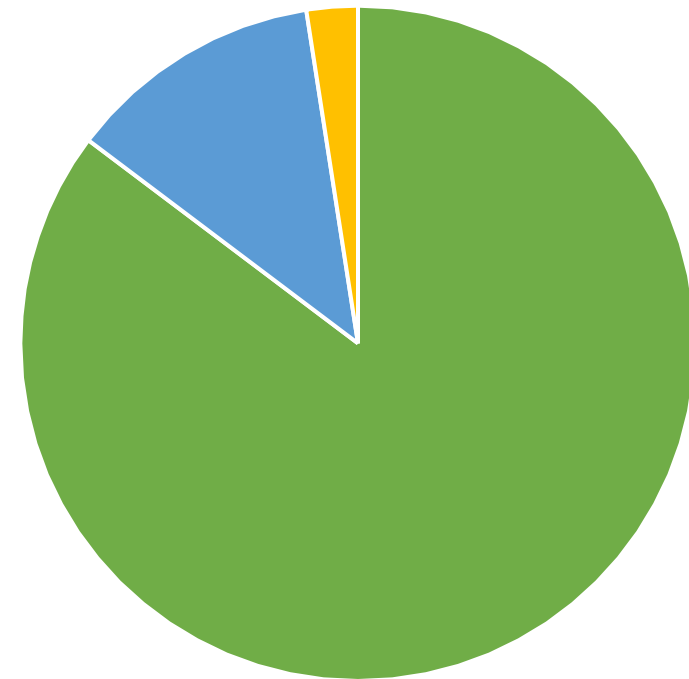


Public Scoping Comments

- Scoping comments required to be submitted via email, mail or through a dedicated online form
- **326 comments received**

Comments by Source

■ Online Form ■ Email ■ Written Form



63



Comment Themes

- Purpose and Need
 - Questions about project need and traffic operations
- Project Costs
 - Concerns about cost/benefit
 - Questions about cost sharing with east bay communities
- Traffic Impacts
 - Concern with increasing vehicle miles traveled (VMT)
 - Desire to reduce local cut through traffic
- Build Alternatives and Design Suggestions
- Transit
 - Interest in more transit investments
 - Questions about transit benefits and lack of existing service
- Bike and Pedestrian Infrastructure
 - Interest in more bike and pedestrian improvements
- Environmental Impacts
 - Concerns about environmental justice, increasing noise and air pollution



Next Steps

- Consider scoping comments when drafting environmental and engineering studies
- Finalize Public Participation Plan (PPP)
 - Scoping comments to help shape future outreach activities
- Continue engagement with key stakeholders and the public
- Start environmental studies and engineering reports
- Ongoing coordination with Caltrans
- Ongoing TA Board status updates at key milestones



Questions?

- Are there comments or concerns about the Project that aren't reflected in our summary?
- Are there specific stakeholders that the Project team should engage?
- Do you have questions about the Project or environmental process?



**San Mateo County Transportation Authority
Staff Report**

To: Board of Directors
Through: April Chan, Executive Director
From: Peter Skinner, Executive Officer, Transportation Authority
Subject: **Input on Policy Governing Use of Land-banked Properties for Transportation Authority-supported Projects**

Action

Staff requests the Board of Directors (Board) provide input on potential policies related to the transfer and valuation of properties owned by the San Mateo County Transportation Authority (TA) for TA-supported projects.

Significance

Over the past several years, most recently with the 25th Avenue Grade Separation Project, the TA has been in a position to provide access to, or transfer ownership of, various properties purchased with Measure A funds, including as a “land bank.” However, the TA has no policy to govern (a) when to dedicate such properties, and (b) how to value such properties for purposes of reimbursement or allocation.

Recently, the City of Burlingame sent a letter to the TA, requesting the Board consider allocation of Measure A grade separation program funds for right-of-way acquisition for the Broadway Grade Separation Project (the “Project”). Of the properties needed to build the Project, two were acquired by the TA from Southern Pacific Railroad in 1996 for the express purposes of facilitating rail improvements and future grade separation projects. The acquisition served to prevent redevelopment of the property and to reduce the future cost of property acquisition, and by extension, the Project. Staff anticipates that, as part of the Project, the properties will be used for new railroad, station, and/or street improvements, and will eventually be transferred to the Peninsula Corridor Joint Powers Board (JPB) or the City of Burlingame, as appropriate.

This situation is expected to arise in the future, including with the Redwood City grade separation project(s).

The process and timing of land contributions and valuation present policy implications for the TA and projects it funds, as follows:

- **Project level considerations** – Property costs are part of total project costs. Higher-cost projects can be harder to fund and can be less likely to secure competitive funding from regional, state and federal sources. Reducing property costs can increase the chance of successfully funding a project. Additionally, demonstrating progress on property acquisition increases competitiveness for grant funding.

- **Funding program considerations** – Using TA funds to purchase property for prospective projects reduces funding available to other projects in a program, either permanently or until funds are potentially reimbursed. At the same time, when early acquisitions reduce the overall cost of a project, it can reduce the amount of TA funding needed for a program overall, thereby increasing funds available for other projects in the long-term, and the likelihood of more projects being built.

Treatment and Valuation of Land-Banked Properties

Based on these considerations, staff requests direction from the Board on the following policy options:

Valuation of Land-Banked Properties

- Option 1. **Market Value:** Require projects or project sponsors to pay the TA the current-day “market” value of the property consistent with the appraised value based on industry standards
- Option 2. **Repayment with Adjustments:** Require projects or project sponsors to make the TA “whole” through reimbursement of the price the TA paid to purchase the land **plus** adjustments to account for conditions such as inflation, lost investment income and other considerations
- Option 3. **Repayment without Adjustments:** Require projects or project sponsors to reimburse the TA **only** for the amount the TA paid to purchase the land, **without** adjustments
- Option 4. **Contribute Land as a Form of TA Allocation:** Treat transfer of the property as a TA contribution – or allocation – to a project, without any repayment to the TA, but with the TA being considered a project funding partner

If the Board desires to follow Option 2 or 4, staff will seek input on what adjustments to apply when determining repayment amounts (Option 2) or valuation of the TA’s contribution to a project (Option 4). Elements to consider/approaches could include:

- **Increases:**
 - Lost investment revenue based on estimates of how much the TA would have earned if it had included the money it used to purchase the land in its investment portfolio (e.g., by applying average rates of return since the purchase date from the TA’s investment portfolio, or a published benchmark such as the S&P 500 nominal return on investment),
 - Inflation, such as by using the U.S. Bureau of Labor Statistics Inflation Calculator,
 - Costs incurred by the TA to insure and maintain the property since its purchase (to the extent the TA can adequately calculate such costs, many of which have not been separately accounted for, e.g., in TA insurance premiums, fencing agreements, maintenance contracts, etc.), and/or
 - Costs associated with transferring subject properties (e.g., costs of tenant relocation, environmental remediation).

- **Decreases** to reflect rental income generated by the TA from use of the property between the TA’s purchase and eventual transfer of the property¹.

Timing of Land Transfers/Dedications to Projects

In addition, staff requests direction from the Board to guide the timing for when to complete land transfers or formally dedicate property to specific projects, which could be based on variables such as:

- Project status and readiness, including adequacy of the project’s funding plan and certainty of construction funding,
- Presence and type of tenants,
- Status of right-of-way/property acquisition, either in general or relative to individual properties, on the project’s critical path, and
- Ongoing property management and/or maintenance requirements.

Based on the input received from the Board at the July 2024 meeting, a policy will be presented as early as the August 2024 meeting, which could inform and help facilitate discussion and action on the pending allocation request for the Broadway Grade Separation project.²

Budget Impact

There is no budget impact associated with this item.

Background

The TA has used Measure A funds multiple times to purchase property. In particular, in 1996, as part of the Tenth Amendment to the Purchase, Sale and Option Agreement for acquisition of the Caltrain right-of-way, the TA purchased the following properties from Southern Pacific:

- 25th Avenue Parcel (San Mateo),
- Whipple Avenue Parcels (Redwood City),
- Brewster Avenue Parcels (Redwood City), and
- Broadway Parcel (Burlingame).

These properties were purchased using funds from the original Measure A, approved by the voters of San Mateo County in 1988.

Prepared by: Jess Manzi

Director, Project Delivery

650-508-6476

¹ Note: Due to the length of time property has been owned by the TA, and the relative age of expired leases, historical rental information may be incomplete.

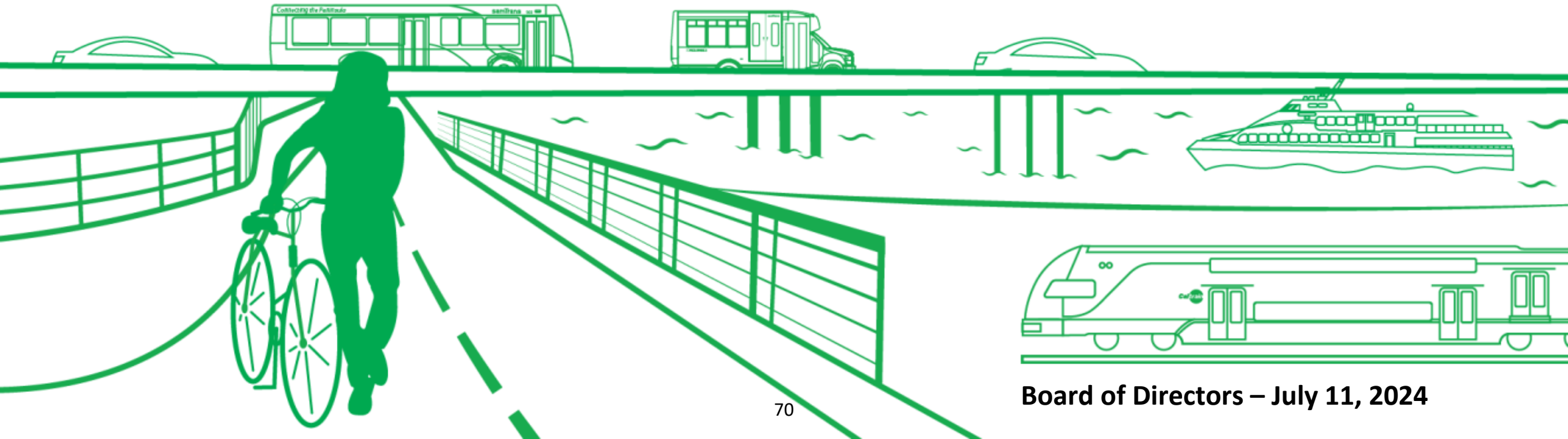
² Note: Staff has requested the Broadway Grade Separation Project team provide an informational update in August 2024 to brief the Board on the project status, the selected project delivery approach (known as the “Construction Manager – General Contractor” or “Construction Manager At-Risk”), and how that project delivery approach will influence the timing and frequency of funding requests to the Board over the life of the project.



SAN MATEO COUNTY
**Transportation
Authority**

Item #10.b.
7/11/2024

Policy Governing Use of Land-banked Properties



Purpose

Receive Board input on potential policies around TA land-banked properties in two areas:

- Property valuation
- Timing of property transfer



Background

- TA has purchased land for future projects
 - E.G., option properties from Southern Pacific in 1996
- City of Burlingame is requesting ROW funding to purchase TA and other properties for the Broadway project
- No policies currently in place to guide valuation and transfer of TA properties



Need for Policy Input

Project level considerations

- How the TA values land-banked properties directly impacts project costs
- When the TA transfers properties can impact project readiness

Funding program considerations

- Early acquisitions increase funding available for other projects in the long term
- Potential for more TA-supported projects to be built



Property Valuation Options

1. Market value
2. Repayment with adjustments
3. Repayment without adjustments
4. Contribute land as a form of TA allocation



Possible Adjustments to Property Value

Increased value:

- Investment earnings/inflation had land not been purchased
- Costs to manage and maintain property
- Costs to transfer property

Decreased value:

- Income generated that recoups some/all costs to purchase and maintain property



Timing of Land Transfer/Dedication

Balancing the interests of the TA and of projects, variables could include:

- Project status and readiness
- Presence and type of tenants
- Status of right-of-way/property acquisition
- Ongoing property management and/or maintenance requirements



Discussion

How should property be valued?

1. Market value
2. Repayment with adjustments
3. Repayment without adjustments
4. Contribute land as a form of TA allocation

What factors should determine when property be transferred to a project?

1. Project status and readiness
2. Presence and type of tenants
3. Status of right-of-way/property acquisition
4. Ongoing property management and/or maintenance requirements



Next Steps

- Develop policy and present to Board (August)
- Discuss programming/allocation request for Broadway grade separation project (August)
- Action on programming/allocation request (September)
- Incorporate Board guidance into Strategic Plan (Fall)



**San Mateo County Transportation Authority
Staff Report**

To: Board of Directors
Through: April Chan, Executive Director
From: Peter Skinner, Executive Officer, Transportation Authority
Subject: **Allocating \$20,145,000 from the Measure A Highway Program for the Right-of-way Phase of the US 101/Woodside Road (SR 84) Interchange Improvements Project**

Action

Staff recommends the San Mateo County Transportation Authority (TA) Board of Directors (Board):

1. Allocate \$20.145 million from the Measure A Highway Program for the Right-of-Way (ROW) Phase of the US 101/Woodside Road (SR 84) Interchange Improvements Project (Project); and
2. Authorize the Executive Director, or designee, to take any actions necessary to allocate the subject funding, including the execution of agreements or amendments with the City of Redwood City (City) and the California Department of Transportation (Caltrans).

Significance

As part of the 2017 Measure A Highway Program Call for Projects (CFP), the TA Board programmed \$20.145 million to the Project for ROW and TA Project Management Support. However, allocation of the programmed funds was deferred pending:

1. Final ROW maps being approved by Caltrans;
2. Acquisition cost estimates being updated with appraisals in accordance with industry standards; and
3. Construction funding being secured.

The Board's action included an exception to the third condition if property acquisition is needed for right-of-way protection. The City has submitted final ROW maps that have been approved by Caltrans and updated acquisition cost estimates, meeting the first two allocation conditions. To meet the third condition, the Project team is actively pursuing multiple grant opportunities that would fully close the funding gap. These include the Federal Highway Administration's INFRA program, California Senate Bill 1 (SB 1) Trade Corridors Enhancement Program, and SB 1 Local Partnership Program.

As an eligible sponsor for the \$130 million in Regional Measure 3 (RM3) Dumbarton Corridor funding, the TA has also worked with the Metropolitan Transportation Commission (MTC) and the other eligible sponsors, the San Mateo County Transit District and the Alameda County Transportation Commission, to negotiate how the funds Dumbarton Corridor RM3 funds will be

allocated. The parties have agreed to a fund-split, including to make the Project eligible for an allocation of up to \$48 million toward the construction phase. The total project cost is currently estimated at \$323.6 million and the RM3 funding reduces the Project's funding gap from \$105.8 million to \$57.8 million.

Now that substantial progress has been made on the third condition adopted by the TA when funds were programmed for the Project, the City has submitted a letter to the TA seeking an exception to the final condition and requesting allocation of the \$20.145 million in Highway Program funds programmed through the 2017 CFP to ensure the Project will meet all its timely use-of-funds requirements for all grant sources and to prevent real estate costs from escalating further. With the programming of RM3 funds and resulting smaller funding gap, TA staff believes sufficient progress has been made to grant an exception to the third condition and allocate the previously programmed \$20.145 million.

The current cost for all ROW acquisitions needed for the Project is \$69.7 million, which will be fully funded if the proposed 2017 CFP Highway Program funds are allocated. Additionally, the TA has programmed and allocated \$5.4 million for ROW as part of the 2023 Highway Program CFP. In total, the TA has programmed and/or allocated 50% of the total cost, \$161.8 million, toward the Project.

Budget Impact

There is no budget impact as the requested \$20.145 million was previously programmed with the 2017 Highway Program CFP.

Background

The US 101/Woodside Road (SR-84) Interchange was originally listed in the 1988 Measure A and is listed as Key Congested Areas (KCA) project in the 2004 Measure A. The TA's Short Range Highway Plan also lists this interchange as a project of countywide significance. The reconstruction of the US 101/Woodside Interchange will include replacing all existing ramps, widening Woodside Road to six lanes (three in each direction plus turn lanes), lowering Woodside Road to increase the vertical clearance at US 101, eliminating the existing 5-legged intersection at Broadway and Woodside Road, signaling ramp intersections, adding turning lanes with longer pocket lengths, constructing direct-connect flyover ramps between Veterans Boulevard and US 101, adding new sidewalks, adding safety improvements (signals and gates) at Union Pacific railroad at-grade crossings of Veterans Boulevard and Blomquist Street, and adding shared use paths, bike lanes, and separated bikeways.

Prepared By: Patrick Gilster

Director, Planning and Fund
Management

650-622-7853

Resolution No. 2024-

**Board of Directors, San Mateo County Transportation Authority
State of California**

* * *

**Allocating \$20,145,000 from the Measure A Highway Program for the Right-of-way Phase of
the US 101/Woodside Road (SR 84) Interchange Improvements Project**

Whereas, on June 7, 1988, the voters of San Mateo County approved a ballot measure known as “Measure A,” which increased the local sales tax in San Mateo County by one-half percent with the new tax revenue to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan (TEP) presented to the voters; and

Whereas, on November 2, 2004, the voters of San Mateo County approved continued collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax for an additional 25 years to implement the 2004 TEP beginning January 1, 2009 (New Measure A); and

Whereas, the TA issued a Call for projects in October 2017 for the Highway Program Category; and

Whereas, the City of Redwood City (Sponsor) submitted an application for \$20 million in Measure A Highway Program funds for the US 101/Woodside Road (SR 84) Interchange Improvements Project (Project), and

Whereas, on February 1, 2018, by Resolution No. 2018-5, the TA Board of Directors programmed \$20.145 million in Measure A funding from the Highway Program for the right-of-way (ROW) phase of the Project with the allocation of the funds deferred until multiple conditions had been met, including receipt of final ROW maps from the State Department of

Transportation (Caltrans), completion of updated acquisition cost estimates using appraisals in accordance with industry standards, and confirmation that construction funding has been secured; and

Whereas, the Sponsor has met the first two conditions and seeks an exception to the final condition as it has made substantial progress in closing the funding gap on the Project; and

Whereas, staff recommends providing an exception to the third condition and allocating the \$20.145 million in ROW funding in order to help the Project continue to meet all timely use-of-funds requirements and prevent further cost escalations.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transportation Authority hereby approves the allocation of \$20.145 million in Measure A Highway Program funds for the right-of-way phase of the US 101/Woodside Road (SR 84) Interchange Improvements Project; and

Be It Further Resolved that the Executive Director, or designee, is authorized to execute any necessary agreements or amendments, and to take any additional actions necessary, to give effect to this resolution.

Regularly passed and adopted this 11th day of July, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transportation Authority

Attest:

Authority Secretary

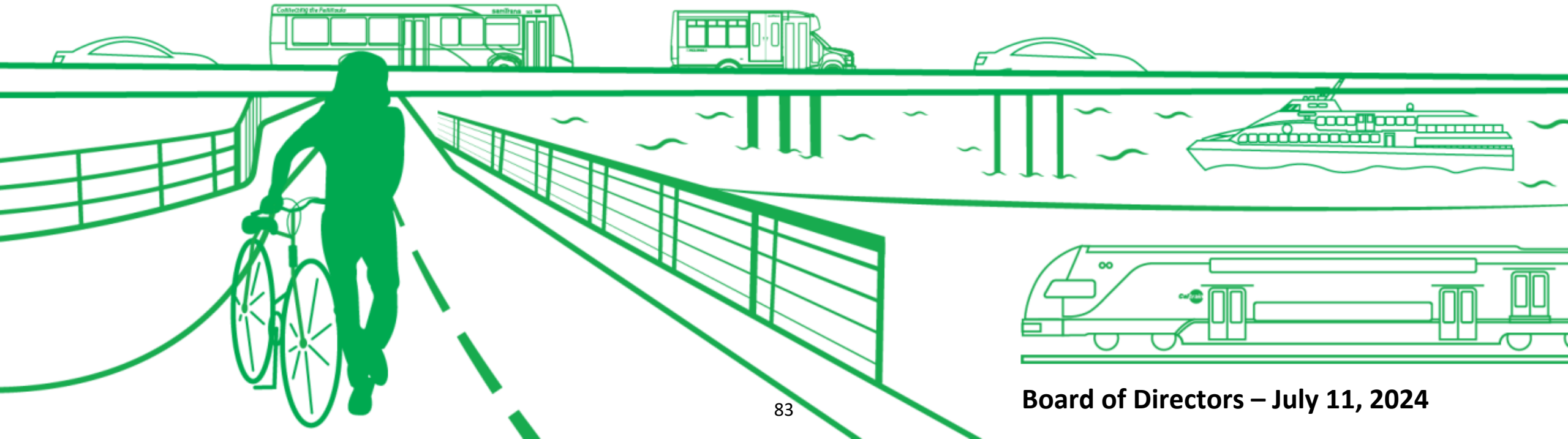


SAN MATEO COUNTY
**Transportation
Authority**

Item #11.a.
7/11/2024

84/101 Reimagined Project

ROW Allocation Request



Agenda

- Project Overview
- Benefits and Significance
- Cost and funding
- Request for ROW Allocation





Project Overview



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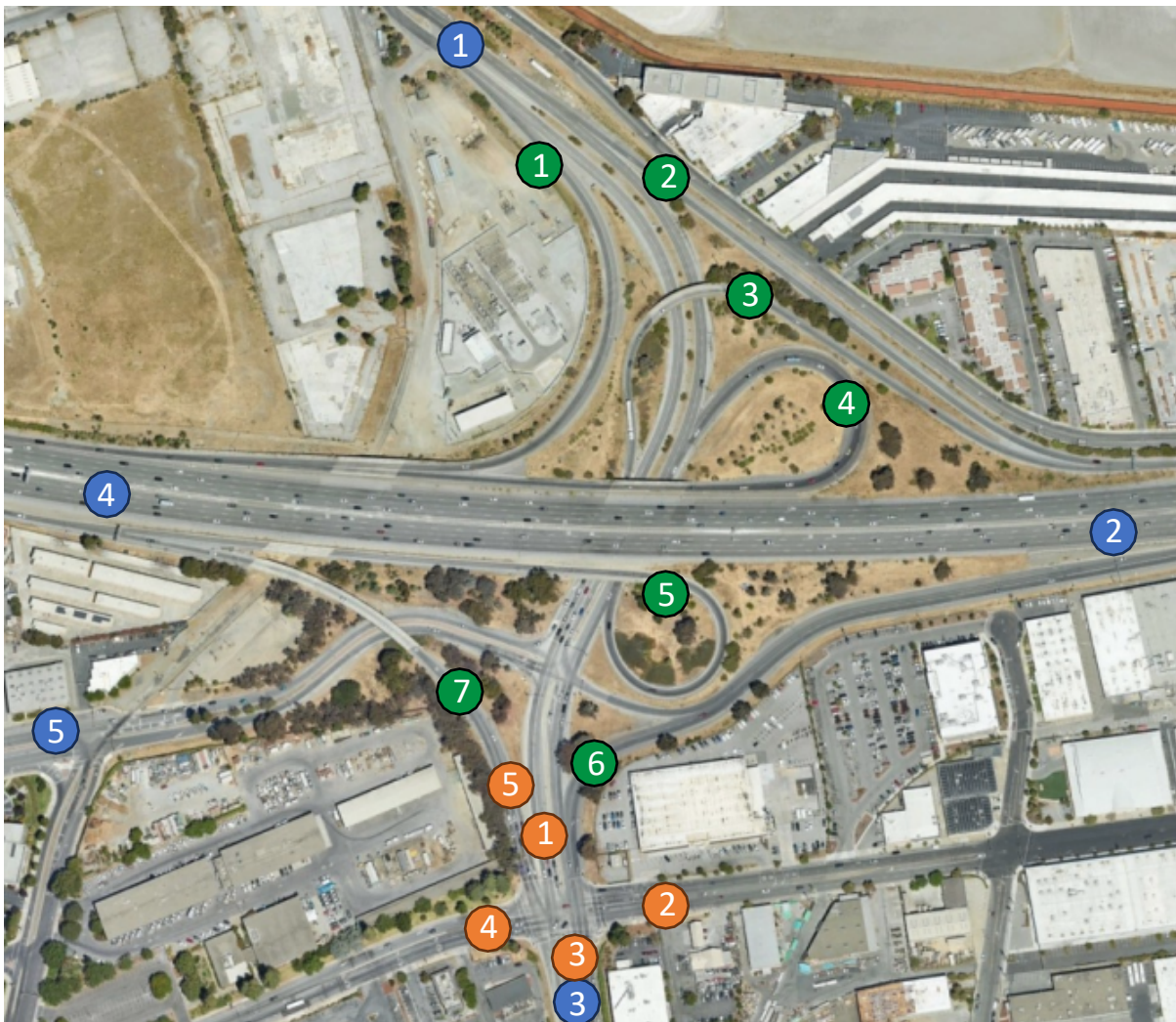
Existing



86



The Problem



- 5-legged Interchange
- 5-legged Intersection
- Multiple slip ramps
 - No bike or pedestrian facilities
 - History of rear-end collisions



Five-legged Intersection

- Woodside Road at Broadway

Item #11.a.
7/11/2024



Existing Bike Network

Item #11.a.
7/11/2024

- Limited Bike Facilities in Project Vicinity



Future

(simulation)



90





Benefits and Significance



Benefits

| | |
|---|--|
| <ul style="list-style-type: none">• Significant Travel Time Savings | <ul style="list-style-type: none">• Continuous congestion relief throughout the day |
| <ul style="list-style-type: none">• Air quality improvements for Equity Priority Communities | <ul style="list-style-type: none">• Multi-modal connectivity including to future ferry |
| <ul style="list-style-type: none">• 4.2 miles of new bike/ped improvements vs. 0.8 miles of road improvements | <ul style="list-style-type: none">• Accident reduction for rear end, side swipe, broadside, and head-on collisions |



Doorway to Port of Redwood City



Only deep-water port in South Bay



Serves SF to Silicon Valley



Intermodal freight movement



International trade: import and export



Future ferry terminal site



FEMA designated staging area





Project Cost and Funding



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Project Cost

| Phase | Amount (in Millions) |
|---|-------------------------|
| Project Development | \$2.2 |
| Environmental Clearance | \$4.2 |
| Plans Specifications and Estimates (PS&E) | \$16.3 |
| Right of Way | \$69.7 |
| Construction | <u>\$231.2</u> |
| Total Project Cost | \$323.6 |



Project Funding

| Fund Source | Amount (in Millions) | Percentage |
|---|-------------------------|------------|
| TA Measure A/W Highway Program | \$161.8 | 50% |
| Regional Measure 3 (RM3) | \$48.0 | 15% |
| State Transportation Improvement Program (STIP) | \$8.0 | 2% |
| Local Contribution | <u>\$48.0</u> | 15% |
| Total Project Funding | \$265.8 | 82% |
| Funding Gap | \$57.8 | 18% |



Federal and State Grants

| Federal (applied) | State (upcoming) |
|--|---|
| <ul style="list-style-type: none">Rebuilding American Infrastructure with Sustainability and Equity (RAISE) - \$25M | <ul style="list-style-type: none">Trade Corridor Enhancement Program (TCEP) - \$33.1M |
| <ul style="list-style-type: none">Safe Streets and Roads for All (SS4A) - \$25M | <ul style="list-style-type: none">Local Partnership Program (LPP) - \$25M |
| <ul style="list-style-type: none">Multimodal Project Discretionary Grant (MPDG)/Infrastructure for Rebuilding America (INFRA) - \$105M | |



Schedule

| PHASE | Task | 2023 | | 2024 | | | | 2025 | | | | 2026 | | | | 2027 | | | | 2028 | | | | 2029 | | | | 2030 | |
|--------------------------------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|--|
| | | FY Q1 | FY Q2 | FY Q3 | FY Q4 | FY Q1 | FY Q2 | FY Q3 | FY Q4 | FY Q1 | FY Q2 | FY Q3 | FY Q4 | FY Q1 | FY Q2 | FY Q3 | FY Q4 | FY Q1 | FY Q2 | FY Q3 | FY Q4 | FY Q1 | FY Q2 | FY Q3 | FY Q4 | FY Q3 | FY Q4 | | |
| Right of Way | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Railroad Grade Crossing Improvements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Final Design (PS&E) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construct | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Request for ROW Allocation

- City has requested the TA Board consider allocating the previously programmed (2017) \$20.145 million for ROW Capital
- City has largely met the conditions for allocation
 - Final ROW maps are approved by Caltrans;
 - Acquisition cost estimates are updated with appraisals in accordance with industry standards; and
 - Met exceptions for fulling funding construction
- Staff concurs with the allocation request



Questions?



100



**San Mateo County Transportation Authority
Staff Report**

To: Board of Directors
Through: April Chan, Executive Director
From: Jessica Epstein, Director, Government and Community Affairs
Subject: **State and Federal Legislative Update**

Action

Staff proposes the Board receive the attached federal and state legislative updates.

Significance

The 2024 Legislative Program establishes the principles that will guide the legislative and regulatory advocacy efforts. Based on those principles, staff coordinates closely with our Federal and State advocates on a wide variety of issues that are considered in Congress and the State legislature. The attached reports highlight the recent issues and actions that are relevant to the Board and specifies those bills on which staff proposes that the TA take a formal position.

Prepared By: Amy Linehan Government and Community Affairs Officer 650-418-0095

Kadesh & Associates, LLC

Federal Update
San Mateo County Transportation Authority
June 20, 2024

The budget work in Congress continues. As previously reported, the House is moving forward marking up the Fiscal Year (FY) 2025 appropriations bills with the topline number consistent with last year's Fiscal Responsibility Act (FRA). Recall, those numbers are:

Topline FY 2025 House Allocation

Defense: \$895,212,000,000 (FY 2024: \$886b)

Non-Defense: \$710,688,000,000 (FY 2024: \$778b)

Total: \$1,605,900,000,000 (FY2024: \$1.658t)

So far, the House has marked up six of the FY 2025 appropriations bills and has plans to markup the balance of the bills in June/July and pass all the FY 2025 bills on the floor prior to the start of the August recess.

The House is scheduled to mark up its FY 2025 Transportation, Housing and Urban Development (THUD) bill in subcommittee/full committee on June 27/July 10. The full House is scheduled to consider the FY 2025 THUD bill on the floor the last week of July.

The FY 2025 earmark request for the Broadway Grade Separation Project has now been submitted by Rep. Mullin and Senators Padilla and Butler. Given the timing of the subcommittee/full committee markups, we will continue to work closely with their staff as the process moves.

Interestingly, the new chairman of the House Appropriations Committee – Rep. Tom Cole (R-OK) – has repeatedly characterized the House bills as “opening bids” in the FY 2025 process. Chairman Cole fully expects the Senate to reject the House bills based on spending levels and “culture war” language contained in each of the bills. We will keep the Board posted on House progress.

This week, Senator Murray indicated Senate appropriations will be having FY 2025 markups starting the week they return from the July 4 recess. The Senate usually begins with its “easy” bills, and this could include the FY 25 THUD bill which covers transportation.

As of now, Senate subcommittees do not have FY 2025 funding topline numbers and – as a practical matter – are marking up to vaguely defined “Fiscal Responsibility Act. (FRA) - adjacent” numbers that will likely change later. Following last year's pattern, it is widely expected the Senate will add significant funding for its FY 2025 appropriations bills.

The wildcard – and, when the FY 2025 budget caps will be busted it will start here - has been the FY 2025 defense authorization act (NDAA). While the House approved its FY 2025 bill at the FRA level of \$895 billion, the Senate committee added \$25 billion above that. The Senate bill is expected to the floor in July.

Democrats – and especially Senate democrats – have long insisted that any increases to defense be met with similar increases to non-defense spending. In this scenario, a

Kadesh & Associates, LLC

\$25 billion increase could easily become a \$50 billion increase; and that would probably just be the floor for additional spending. If this pattern sounds familiar, it's because it is: this is exactly what happened in FY 2024 which led to an eventual \$73 billion increase over the FRA FY 2024 spending cap.

Clearly, there are a lot of moving parts in the FY 2025 budget process, and we will keep the Board updated on any new developments.

Lastly, we have been working closely with TA staff to develop an advocacy strategy relating to the 101/84 interchange and the Broadway Grade Separation. This includes outreach to DOT and the Hill as we continue to seek funding to close the gaps on both projects.

DOT is now on track to release the Rail Crossing Elimination NOFO in July. Once released, it will have a 75-day turnaround time to submit applications.



June 13, 2024

TO: Board Members, San Mateo County Transportation Authority
FROM: Gus Khouri, President
Khoury Consulting LLC

RE: STATE LEGISLATIVE UPDATE – JULY

General Outlook

The legislature is contemplating legislation in policy committees in the second house (Assembly bills in the Senate, Senate bills in the Assembly). These bills must progress to the respective Appropriations Committee by July 3. Bills heading to the Appropriations Committee must progress to the Floor by August 16. The 2024 Calendar states that August 31 will be the final day of the 2023-24 Legislative Session. Governor Newsom will have until September 30 to sign or veto legislation. The Big Three - Governor Newsom, Senate President pro-Tempore Mike McGuire, and Assembly Speaker Robert Rivas are finalizing negotiations on the FY 2024-25 State Budget, which must be enacted by the legislature on June 15 and signed by the Governor by June 30.

Bills of Interest

AB 6 (Friedman), as amended on May 30, this bill would strengthen the authority of the California Air Resources Board (CARB) over Sustainable Communities Strategies (SCS) submitted by metropolitan planning organizations (MPO), such as the Metropolitan Transportation Commission (MTC), by allowing CARB to reject an SCS if it determines that the SCS is unlikely to be implemented. The bill also removes the 2050 sunset on updating regional greenhouse gas emission targets, allows CARB to dismiss projects with environmental clearance if CARB does not want it included in an SCS, and requires wildlife crossings to be considered in an SCS. **Status:** Senate Transportation Committee. The author withdrew the bill from a hearing on June 11, but it is still eligible to be heard through July 3.

State Budget Update – Transportation Impacts

On May 10, Governor Newsom released his May Revision to the proposed FY 2024-25. The following is a summary of programs of interest to SMCTA and their status.

- **Transit Intercity Rail Capital Formulaic Program**—A delay, from FY 24-25 to 25-26, of \$1.3 billion of formulaic Transit and Intercity Rail Capital Program funds provided in SB 125, leaving \$1 billion for this program in FY 24-25. Additionally, the Budget proposes to shift \$261.4 million of the remaining \$1 billion in FY 24-25 from the General Fund to the GGFR. This fund shift will

have no programmatic impact. **Legislative Leadership Action:** The Assembly Speaker and Senate President pro-Tempore agreed with the Governor's proposal to hold the program harmless.

- **Transit Capital and Intercity Rail Capital Program** – A reduction of \$148 million in unused funds from Cycle 6, which is from the \$1.8315 billion balance dedicated to projects in Southern California, including the counties of Orange, Imperial, Los Angeles, Riverside, San Bernardino, San Diego, and Ventura. **Legislative Leadership Action:** The Assembly Speaker and Senate President pro-Tempore rejected the cut to the program.
- **Grade Separation Funding**—A total of \$350 million in one-time General Fund revenues will be eliminated to fund seven projects statewide (\$251 million) and six port infrastructure projects (\$98.5 million). Secretary Omishakin stated that these high-priority investments would be a priority to backfill with federal funds from the Federal Rail Administration or the Federal Transit Administration, if possible. This impacts funding for Broadway (\$70 million), Mountain View (\$20 million), and Palo Alto (\$27.8 million), with the latter two along the Caltrain corridor. **Legislative Leadership Action:** The Assembly Speaker and Senate President pro-Tempore approved eliminating funding for the program.
- **Highways To Boulevards**—The Governor proposed a \$75 million reduction (a 50 percent cut). CalSTA Secretary Toks Omishakin stated that federal funds could be used to backfill the program. This will impact the Connect 4 South San Francisco Program. **Legislative Leadership Action:** The Assembly Speaker and Senate President pro-Tempore approved a cut of \$50 million rather than \$75 million.

Statewide Competitive Grant Programs

Below is a list of major reoccurring SB 1 competitive grant programs administered by the State. Caltrans District 4 is evaluating which projects they will recommend to Caltrans Headquarters for consideration of sponsorship for Cycle 4.

Active Transportation Program (ATP)

The ATP was created in 2013 to consolidate five programs (Transportation Alternatives Program, Safe Routes to School Program, Bicycle Transportation Account Program, Recreational Trails Program, and Environmental Enhancement and Mitigation Program) to leverage resources better and provide multi-modal options. The Cycle 7 process is underway, with the California Transportation Commission sharing draft guidelines on October 31. The call for projects began on March 22, and the application deadline is June 17.

Solutions for Congested Corridors Program (SCCP)

The SCCP provides funding to achieve a balanced set of transportation, environmental, and community access improvements to reduce congestion throughout the state. The program makes \$250 million available annually (programmed in two-year increments) for projects implementing specific transportation performance improvements. In 2018, SMCTA received \$233.2 million for the US 101 Managed Lanes Project.

Local Partnership Program (LPP)

The LPP is intended to provide local and regional transportation agencies that have passed sales tax measures, developer fees, or other imposed transportation fees with a continuous appropriation of \$200 million annually from the Road Maintenance and Rehabilitation Account to fund road maintenance

and rehabilitation, sound walls, and other transportation improvement projects. The Competitive program is funded at \$80 million annually. The CTC adopted the program on June 22, 2023, for Cycle 3, which included \$20 million for the SamTrans Emission Zero Project. In 2018, the US Managed Lanes Project received \$20 million in Cycle 1.

Trade Corridor Enhancement Program (TCEP)

The TCEP provides funding for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network as identified in the California Freight Mobility Plan, and along other corridors with a high volume of freight movement. The competitive program typically provides approximately \$300 million per year (programmed in two-year increments).

State Formulaic Programs

State Transportation Improvement Program (STIP)

The STIP, managed by Caltrans and programmed by the CTC, is primarily used to fund highway expansion projects throughout the state and supports grade separations. Local agencies receive a share of STIP funding (75%, C/CAG is San Mateo's recipient). The STIP is funded with gasoline excise tax revenues. The STIP is programmed every two years. The 2024 STIP added \$1.64 billion in new funding over five years. Given the prevalence of zero-emission vehicles and telecommuting, the CTC predicts that gas tax revenue could dip by more than 25%, which would have a pronounced impact on San Mateo's STIP share.

Grade Separation Funding

Funding sources for grade separations are managed across various state agencies and departments, including the Public Utilities Commission (PUC), the California State Transportation Agency (CalSTA), the California Transportation Commission (CTC), and Caltrans.

The PUC Section 190 Grade Separation Program is the state program for grade separate crossings between roadways and railroad tracks and provides approximately \$15 million annually, transferred from Caltrans. Agencies apply to the PUC for project funding. Assembly Bill 180, Chapter 44, Statutes of 2022, provided a one-time, \$350 million augmentation through CalSTA. In 2023, SMCTA applied for and received \$70 million from CalSTA through the High-Priority and Grade Crossing and Separation Projects Program for the Broadway Grade separation project, listed as the highest priority project on the PUC Section 190 list. That funding is proposed to be eliminated in the Governor's FY 24-25 State Budget.

SMCTA Bill Matrix – June 2024

| Measure | Status | Bill Summary | Recommended Position |
|---|--|--|---------------------------------|
| AB 6 Friedman (D) Transportation Planning: local sales tax measures | 6/14/23 Senate Transportation | As amended on May 30, this bill would strengthen the authority of the California Air Resources Board (CARB) over Sustainable Communities Strategies (SCS) submitted by metropolitan planning organizations (MPO), such as MTC, by allowing CARB to reject an MPO’s SCS if it determines that the SCS is unlikely to be implemented. The bill also removes the 2050 susnet on updating regional greenhouse gas emission targets, allows CARB to dismiss projects that have environmental clearance if CARB does nto want ti included in an SCS, and requires wildlife crossing to be considered in an SCS. This bill is unlikely to move forward. | Watch |
| AB 7 Friedman (D) Transportation: funding: capacity projects | 9/11/23 Senate Floor Failed Passage | As amended on June 28, this bill would codify Presidential and Gubenatorial Executive Orders pertaining to the Infrastructure Investment and Jobs Act and Climate Action Plan for Transportation Infrastructure to address equity, and climate-friendly investments. | Watch |
| AB 817 Pacheco (D) Local government: open meetings | 6/5/24 Senate Local Government Failed Passage | As amended on March 16, this bill would authorize a subsidiary body to use alternative teleconferencing provisions similar to the emergency provisions indefinitely and without regard to a state of emergency. In order to use teleconferencing pursuant to this act, the bill would require the legislative body that established the subsidiary body by charter, ordinance, resolution, or other formal action to make specified findings by majority vote, before the subsidiary body uses teleconferencing for the first time and every 12 months thereafter. | Supported April 2023 |
| AB 1837 Papan (D) San Francisco Bay area: public transportation | 5/29/2024 Senate Transportation Failed Passage | As amended on March 21, this bill would create the Regional Network Management Council as an 11-member council to represent the interests of its stakeholders, to provide leadership and critical input on regional transit policies, and to provide executive guidance on regional transit policies and actionable implementation plans in pursuit of transformative improvements in the customer experience San Francisco Bay area transit. The bill would require the Metropolitan Transportation Commission to facilitate the creation of the council. | Watch |

SMCTA Bill Matrix – June 2024

| Measure | Status | Bill Summary | Recommended Position |
|--|--|--|----------------------|
| <p>ACA 10 Aguiar-Curry (D)</p> <p>Local government financing: affordable housing and public infrastructure: voter approval</p> | <p>6/13/2024</p> <p>Assembly Floor</p> | <p>ACA 1 would, if adopted, amend Section 4 of Article XIII A, Section 2 of Article XIII C, and Section 3 of Article XIII D of, and would add Section 2.5 of Article XIII C to, the California Constitution, relative to local finance. ACA 1 would condition the imposition, extension, or increase of a sales and use tax or transactions and use tax imposed in accordance with specified law or a parcel tax by a local government for the purposes of funding the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, including downpayment assistance, or permanent supportive housing, or the acquisition or lease of real property for those purposes, on the proposition proposing that tax being approved by a majority vote of the membership of the governing board of the local government and by 55% of its voters voting on the proposition and the proposition includes specified accountability requirements. ACA 1 would also make conforming changes. ACA 10 would remove the above-described provisions of ACA 1 relating to special taxes and make conforming changes in other provisions of ACA 1. The measure would direct the Secretary of State to make those amendments in ACA 1.</p> | |
| <p>SB 532 Wiener (D)</p> <p>San Francisco Bay area toll bridges: tolls: transit operating expenses: Parking payment zones</p> | <p>6/10/23</p> <p>Assembly Governmental Organization</p> | <p>This bill would, until December 31, 2028, require BATA to increase the toll rate for vehicles for crossing the state-owned toll bridges in the San Francisco Bay area by \$1.50, as adjusted for inflation. The bill would require the revenues collected from this toll to be deposited in the Bay Area Toll Account, would continuously appropriate moneys from this toll increase and other specified tolls, and would require moneys from this toll to be transferred to MTC for allocation to transit operators that provide service within the San Francisco Bay area and that are experiencing a financial shortfall, as specified. The bill would direct MTC to require each transit operator eligible to receive an allocation from the account to, on an annual basis, submit a 5-year projection of its operating needs, as specified. As amended on June 10, this bill now addresses parking meter zones and is no longer relevant to SMCTA.</p> | <p>Watch</p> |
| <p>SB 537 Becker (D)</p> <p>Open meetings: local agencies: teleconferences Department of General Services: memorial to forcibly deported Mexican Americans and Mexican immigrants.</p> | <p>6/10/24</p> <p>Assembly Governmental Organization</p> | <p>As amended on April 24, this bill would authorize certain legislative bodies to use alternate teleconferencing provisions like the emergency provisions indefinitely and without regard to a state of emergency. The bill would require a legislative body to provide a record of attendance on its internet website within 7 days after a teleconference meeting. The bill would define "legislative body" for this purpose to mean a board, commission, or advisory body of a multijurisdictional cross-county agency, the membership of which board, commission, or advisory body is appointed, and which board, commission, or advisory body is otherwise subject to the Brown Act. The bill would define "multijurisdictional" to mean a legislative body that includes representatives from more than one county, city, city and county, special district, or a joint powers entity. The bill would prohibit a member from participating remotely pursuant to these provisions unless the remote location is the member's office or another location in a publicly accessible building and is more than 40 miles from the location of the in-person meeting. This bill was amended on June 10 to address immigration and is no longer relevant to SMCTA.</p> | <p>Watch</p> |

SMCTA Bill Matrix – June 2024

| Measure | Status | Bill Summary | Recommended Position |
|--|---|--|----------------------|
| <p>SB 768 Caballero (D) California Environmental Quality Act: State Air Resources Board: vehicle miles traveled: study</p> | <p>6/11/24 Assembly Appropriations</p> | <p>As amended on May 29, this bill would require the California State Transportation Agency, in consultation with local agencies, including metropolitan transportation planning organizations and regional transportation planning agencies, to study how vehicle miles traveled (VMT) is used to measure impact on transportation projects.</p> | <p>Watch</p> |
| <p>SB 915 Cortese (D) Local government: autonomous vehicles</p> | <p>6/13/2024 Assembly Transportation</p> | <p>As amended on May 16, The bill would authorize each city, county, or city and county in which an autonomous vehicle has received authorization to operate by the Department of Motor Vehicles, the Public Utilities Commission, or any other applicable state agency, to protect the public health, safety, and welfare by enacting an ordinance or resolution in regard to autonomous vehicle services within that jurisdiction. The bill would authorize a city with a population of less than 250,000 that shares a border or is contiguous to a city that has enacted an autonomous vehicle services ordinance to enact an ordinance substantially consistent with that autonomous vehicle services ordinance. This bill would also require an autonomous vehicle service to include an interoperability or override system in each of its vehicles, as specified, and provide training for first responders on how to interact with the vehicles and the use of the override system.</p> | <p>Watch</p> |
| <p>SB 1031 Wiener San Francisco Bay area: local revenue measure: transportation improvements.</p> | <p>6/11/24 Assembly Transportation Will not be taken up this year</p> | <p>As amended on May 20, this bill authorizes the Metropolitan Transportation Commission (MTC) to propose new taxes, allocate new revenue and issue bonds for specified transportation projects, and requires the State Transportation Agency to consider transit agency consolidation within the San Francisco Bay area.</p> | <p>Watch</p> |
| <p>SB 960 Wiener Transportation: planning: transit priority projects: multimodal</p> | <p>6/13/24 Assembly Transportation</p> | <p>As amended on May 17, this bill would require Caltrans to use State Highway Operations and Protection program funds to address complete streets assets and develop transit priority projects, which are defined as as a roadway design, operations, and enforcement action, treatment, or project that help transit buses and other transit vehicles avoid traffic congestion, reduce signal delays, and move more predictably and reliably, on state and local highways. Caltrans must establish 4-year and 10-year targets for the fast and reliable movement of transit vehicles on state highways.</p> | <p>Watch</p> |

**San Mateo County Transportation Authority
Staff Report**

To: Board of Directors
Through: April Chan, Executive Director
From: Joan Cassman, General Counsel
Subject: **Amending the Rules of Procedure for the San Mateo County Transportation Authority Board of Directors**

Action

Staff returns to the Board with proposed amended Rules of Procedure (Rules) for the San Mateo County Transportation Authority (TA) Board of Directors (Board) for consideration for adoption. The Board has reviewed and discussed this updated version of the Rules at its last two meetings and this final version incorporates the changes that have been directed by the Board over the past two months. Both a clean version of the proposed updated Rules as well as a redlined version showing the Board's desired changes are attached.

Significance

The TA Board's Rules of Procedure, first adopted in 1988, currently address typical provisions found in rules of public boards, including those addressing the roles of the Board and elected officers of the Board (Chair and Vice-Chair), the time and place of regular meetings, compliance with California's open meeting laws, the definition of a quorum and voting requirements, the process to commence and run meetings, the Board meeting agenda order and the taking of minutes, rules of order pursuant to Robert's Rules, and the process to amend the Rules.

The topics contained in the current 4 page set of Rules are found in the updated Rules under Section I, now entitled, "Board of Directors and Committees." The original Rules have been largely left intact except for some substantive changes reflected in the new Rules, as follows:

- Revising the order of business on TA Board meeting agendas to reflect current practice;
- Regarding "Committees," clarifying that the TA does not use a system of standing committees, but rather establishes ad hoc committees when warranted;
- Proposing a name change from the Citizens Advisory Committee to the "Community Advisory Committee" and describing the role, requirements and expectations applicable to Advisory Committees;
- Switching from Robert's Rules of Order to Rosenberg's Rules of Order, as the latter has become the preferred procedural resource for public meetings; and
- Updating retention of meeting records and the process for scheduling meetings that fall on holidays.

The material proposed for addition to the TA's current Rules of Procedure are found in four new sections. The headings of these new sections are self-explanatory, and include:

- Section II addresses "Board/Public Communications";
- Section III describes requirements and expectations regarding the use of "Electronic Communications";
- Section IV establishes provisions on "Code of Ethics and Good Governance"; and
- Section V specifies "Conduct Protocols."

The new rules in the four sections referenced above draw upon those found in similar documents used by peer agencies throughout the Bay Area.

The final Section VI of the proposed new Rules maintains the old provision on "Amendments" requiring that changes to the Rules require the presentation of a proposed amendment to the Board at one meeting with the action to adopt the amendment to take place at a subsequent meeting.

Budget Impact

There is no budget impact associated with the requested action.

Background

On November 9, 1988, pursuant to Resolution No. 1988-5, the TA adopted Rules of Procedure to govern its proceedings. Since that time, the Rules of Procedure have been updated twice, on April 7, 1994, pursuant to Resolution No. 1994-6, and on September 1, 1994, pursuant to Resolution 1994-30, to conform the Rules to various amendments to the Brown Act (Government Code Sections 54950, et seq.).

These Rules have served the Board well, but since they were last updated in 1994, there have been significant changes in technology as well as best practices for rules of public boards. As a result, the Board directed the General Counsel to evaluate the Rules through a modern lens, to compare the TA's 30-year-old Rules to those of other public agencies, and to propose revisions to update them in line with the expectations and protocols now more commonplace in the public sector.

The current rules of the Board contain a provision that requires proposed amendments to the Rules to be presented to the Board at one meeting and then brought back to the Board for action at a subsequent meeting. This is the third consecutive TA Board meeting at which the updated Rules of Procedure have been a subject of review and discussion.

Prepared By: Joan Cassman General Counsel (415) 995-5021

Resolution No. 2024-

**Board of Directors, San Mateo County Transportation Authority
State of California**

* * *

**Amending the Rules of Procedure for
the San Mateo County Transportation Authority Board of Directors**

Whereas, pursuant to Resolution No. 1988-5, dated November 9, 1988, the San Mateo County Transportation Authority (TA) adopted Rules of Procedure to govern its proceedings; and

Whereas, pursuant to Resolution No. 1994-6, dated April 7, 1994, and Resolution 1994-30, dated September 1, 1994, the TA amended its Rules of Procedure to conform to various amendments to the Brown Act (Government Code Sections 54950, et seq.), which changed the open meeting requirements applicable to the proceedings of the TA; and

Whereas, staff and the Board of Directors have determined that the TA's Rules of Procedure need to be modernized to address changes in technology and reflect current best practices; and

Whereas, the Board has discussed staff's proposed revisions at its May and June meetings, and is now prepared to adopt the new Rules of Procedure as set forth in Attachment A.

Now, Therefore, Be It Resolved that the Board of Directors of the San Mateo County Transportation Authority hereby amends the Rules of Procedure, as set forth in Attachment A.

Regularly passed and adopted this 11th day of July, 2024 by the following vote:

Ayes:

Noes:

Absent:

Chair, San Mateo County Transportation Authority

Attest:

Authority Secretary

**RULES OF PROCEDURE
OF THE
SAN MATEO COUNTY TRANSPORTATION AUTHORITY**

The San Mateo County Transportation Authority hereby promulgates the Rules of Procedure set forth below to govern its proceedings, and the protocols and conduct of those representing the Authority.

I. Board and Committees

1.1 Board of Directors. The Board is the legislative body that governs the Authority and is accountable to the public through the following actions:

- Establish policies, procedures, and regulations for Authority business.
- Establish and oversee the Authority's finances and its budgets, programs, and performance.
- Provide the resources needed by management and staff to carry out Authority policy.
- Approve and ensure the implementation of the Authority's strategic plan and vision.
- Provide input to the San Mateo County Transit District on the appointment and annual performance evaluation of the Executive Director and General Counsel.

The Board retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, through its policies and actions taken by affirmative votes of at least a majority of the members of the Board (i.e., four Board Members, Public Utilities Code Section 131262). No individual Board members can act for or on behalf of the Board without authorization to do so.

The Board's connection to the operational aspects of the Authority is through the Executive Director. Decisions or instructions of individual Board Members or committees (unless the Board delegates authority to a committee) are not binding on the Executive Director, who can only take direction from the Board. The Board can only give direction to the Executive Director and not to other Authority staff (including, but not limited to, the Authority Secretary).

1.2 Chair. The Chair will be elected each calendar year at the first Board meeting in January. It is the duty of the Chair to preside at all meetings of the Authority, maintain the orderly conduct of business, and serve as the spokesperson for the Board.

1.3 Vice-Chair. The Vice-Chair will be elected each calendar year at the first Board meeting in January. The Vice Chair will perform the duties of the Chair in their absence or incapacity and, in case of a vacancy of the office of Chair will succeed to that office. In the absence of the Chair and the Vice-Chair, the Authority will appoint a presiding officer pro tempore from among the members present. If the office of the Vice-Chair becomes vacant, the Authority will elect a successor to such office from its membership at the next regular meeting.

1.4 Regular Meetings. Except as otherwise determined by the Authority, regular meetings of the Authority will normally be held on the first Thursday of every month at 5:00 p.m. in the Board Room of the San Mateo County Transit District's administrative building located at 1250 San Carlos Avenue, San Carlos, California. In 2025, the District plans to relocate its administrative building to 166 N. Rollins Road in Millbrae, California and when that occurs, the Authority's meetings will be held in the Board Room at that location.

1.5 Special Meetings. The Chair of the Authority may, within their discretion or upon the request of any two members with concurrence of the Chair, call a special meeting for the purpose of transacting any business so specified in the notice therefor. Such notice may be given to each member of the Authority by personal delivery, U.S. mail or electronic mail at least twenty-four (24) hours before the time of such special meetings. Said notice will specify the time and place of such special meeting together with the business to be transacted. No other business will be conducted by the Authority except that so specified in the notice calling the special meeting.

1.6 Meetings Open to the Public. All regular and special meetings will be open and public as required by law (the Ralph M. Brown Act, codified at Government Code Sections 54950 et seq. and commonly referred to as the "Brown Act"). At all regular meetings, the Authority will recognize persons wishing to address the Authority concerning items of interest to the public that are within the subject matter jurisdiction of the Authority. At all regular and special meetings, the Authority will recognize persons wishing to address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item. The Authority may adopt reasonable regulations during each meeting pertaining to the permitted scope and duration of public testimony to be received including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Any regular or special meeting may be adjourned to a date and place certain as specified by the Authority, and any such adjourned meeting will be deemed to be a part of the regular or special meeting so adjourned. The Authority will take such action as may be required by law to notify the public of all Authority meetings including meetings of standing and ad hoc committees. The Authority will also take such action as may be required by law to eliminate willful disruption in the conduct of its meetings (Government Code Section 54957.9).

1.7 Meeting Falling on Legal Holiday. In the event any regular ~~or special~~ meeting falls upon a legal holiday, the meeting will be held on ~~the next succeeding~~ a subsequent day ~~thereafter~~ that does not fall on a holiday unless otherwise as determined by the Chair when a quorum of the Board is available to attend Authority.

1.8 Quorum. A majority of the membership of the Authority constitutes a quorum for the purpose of conducting the business of the Authority; however, if there is not a quorum, a lesser number or the Authority Secretary may adjourn the meeting from time to time until there is a quorum.

1.9 Call to Order and Roll Call. The Chair of the Authority will preside at all meetings, and will call each regular, adjourned, recessed or special meeting to order at the appointed hour. Immediately after the call to order, the Authority Secretary will call the roll of the members of the Authority and record those present and those absent. If present, members of the Authority will be recorded present regardless of their answer or failure to answer to the roll call. Immediately after the roll call, or the appointment of a Chair pro tempore in the event that the Chair and Vice-Chair are absent, the presiding officer will proceed with the order of business.

1.10 Order of Business. The order of business, which will not be changed except by consent of a majority of the Authority members present, is as follows:

- (a) Call to Order
- (b) Roll Call/Pledge of Allegiance
- (c) Report Out from Closed Session(s) at Previous Meeting
- (d) Public Comment for Items Not on the Agenda

- (e) Report of the Citizens Advisory Committee
- (f) Consent Calendar
- (g) Report of the Chair
- (h) San Mateo County Transit District Liaison Report
- (i) Peninsula Corridor Joint Powers Board Liaison Report
- (j) [Report of Executive Director](#)
- (k) Public Hearing (to be designated on the Agenda at a time certain)
- ~~(l) [Report of Executive Director](#)~~
- (m) Committee Reports
- (n) Program
- (o) Finance
- (p) Legislative Matters
- (q) Requests from the Authority
- (r) Written Communications to Authority
- (s) Date/Time of Next Regular Meeting
- (t) Report of Legal Counsel/Closed Sessions
- (u) Adjournment

1.11 Agenda. Prior to every meeting of the Authority, the Executive Director, in consultation with the Chair, will prepare an agenda which sets forth a brief general description of each item of business to be transacted or discussed by the Authority, including matters to be discussed in closed session and matters specifically requested for consideration by any Authority member. A complete copy of each agenda, together with supporting material, is provided by personal delivery, U.S. mail, or electronic mail to each Authority member so as to reach the recipient on the fifth day preceding the scheduled meeting. The agenda and supporting documents will be available and open to the public. A copy of the agenda will be posted in a location freely accessible to the public, such as the front door of the San Mateo County Transit District's administrative building or the receptionist bulletin board in the same building and will be posted on the Authority's website, at least seventy-two (72) hours before each regular meeting of the Authority and at least twenty-four (24) hours before each special meeting of the Authority. Except as permitted by law, no matters other than those on the agenda will be acted upon by the Authority.

1.12 Manner of Voting. The actions of the Authority are expressed by ordinances, resolutions or motions. Voting on ordinances and resolutions, or any other matters which may be requested by the majority of the Authority members, is conducted by roll call. Voting by motion is conducted by voice vote.

1.13 Voting Requirements. All official acts of the Authority require the affirmative vote of a majority of the members of the Authority. For every such act, Authority members present will vote for or against it, unless a member has abstained for cause.

1.14 Minutes of Meeting. The minutes of the meetings of the Authority will be kept and maintained as permanent records by the Authority Secretary. The minutes will describe each particular type of business transacted set off in paragraphs with proper descriptive headings. A copy of the minutes of the Authority will be provided to each member of the Authority. The Authority Secretary will be required to make a record of such business as was actually passed upon by vote of the Authority, together with a summary of matters discussed. The Authority Secretary will not be required to make a verbatim transcript of the proceedings, providing that such proceedings are recorded ~~(such recording to be retained for a period of one year)and~~ retained in accordance with applicable policy, but they will, as to all proposed ordinances and resolutions voted upon by the Authority, record in the minutes the names of those members who

voted for and those who voted against the proposal. To the extent the information is made available, the record will reflect the names of the persons addressing the Authority, the title of the subject matter to which their remarks are directed and an indication as to whether they spoke in support of or in opposition to such item.

~~1.15 **Remarks of Authority Members When Entered in Minutes.** An Authority member may request, through the presiding officer, the privilege of having an abstract of their statement on any subject matter under consideration by the Authority entered into the minutes.~~

4.161.15 Committees of the Board. The Chair of the Board will appoint all committees and determine their membership. Unless otherwise prescribed, a committee will consist of ~~not~~ less than ~~three (3) members~~ **a quorum of the Board**. A majority of those present constitutes a quorum, and a vote of such majority is required for action.

When issues requiring special focus or attention arise, the Chair may appoint an ad hoc committee to address them. These committees will be appointed and function in full compliance with applicable law.

4.171.16 Community Advisory Committee & Other Advisory Bodies

The name of the Citizens Advisory Committee called out in Measures A and W will be changed to the "Community Advisory Committee." The Community Advisory Committee and other advisory bodies (Advisory Committees) are appointed by the Board. Advisory Committees are those subsidiary legislative bodies of the Board whose membership does not include one or more members of the Board. Advisory Committees advise and assist the Board and staff in the development, implementation, and promotion of the Authority's goals and policies. Advisory Committees enhance local government when they promote effective and efficient Authority decision-making.

Appointment to Advisory Committees is based on such criteria as the Board may specify, including such criteria as expertise, ability to work well with staff and the public, effectiveness as a representative of the entire community, and adherence to Authority values, policies, priorities, procedural rules and expectations as expressed by the Board.

Advisory Committees play an important public-facing role in local government, acting as channels of communication and information between the Board. Advisory Committees help shape the public perception of local government and members should expect that their statements and conduct may be perceived by the public as a reflection of the Board and the Authority as a whole. As the public face of the Board, members of Advisory Committees are expected to conduct themselves in a manner consistent with Board policy and the expectations of the Board as their appointing body.

Appointees are at will and serve at the pleasure of the Board. ~~Appointees have no vested rights in serving on an Advisory Committee or in remaining as a member of an Advisory Committee for any period of time. The Board may declare an appointed position vacant at any time without cause. Any such action by the Board is not intended to reflect or imply any defect in the integrity or character of the appointee.~~

The following guidelines apply to the Board's relationship to Advisory Committee:

(a) *If attending an Advisory Committee meeting, be careful to only express personal opinions.* Board members may attend any Advisory Committee meeting, which are always open

to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Board member at an Advisory Committee meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Board.

(b) *Respect that Advisory Committees serve at the pleasure of the Board as a whole, not individual Board members.* The Board appoints individuals to serve on Advisory Committee, and it is the responsibility of Advisory Committee to follow policy established by the Board. But Advisory Committee members do not report to individual Board members, nor should individual Board members feel they have authority to direct Advisory Committee members to recommend or decide an issue in a particular way.

(c) *Be respectful of diverse opinions.* A primary role of Advisory Committees is to represent many points of view in the community and to provide the Board with advice based on a full spectrum of concerns and perspectives. Individual Board members may have a closer working relationship with some individuals serving on Advisory Committees, but must be fair and respectful of all individuals serving on an Advisory Committee.

4.181.17 Reports of Committees. Committees will report on any subject referred to them by the Authority, or by the Chair of the Authority and will give their recommendations to the Board on the particular subject.

4.191.18 Rosenberg's Rules of Order. All rules of order not herein provided for will be determined in accordance with the latest revised edition of Rosenberg's Rules of Order.

II. Board/Public Communications

2.1 General. Individual Board Members have no individual authority and should not make any promises on behalf of the Board or the Authority. Only the Board can commit the Authority to an action or a policy.

2.2 Form of Communication. Board Members should be aware of how various forms of communication affect how messages are received: formal versus informal, written versus verbal, in-person versus over the phone versus electronic. Board members should use each form of communication in an effective manner at the appropriate time.

2.3 Communicating with the Public. A Board Member can always communicate with Authority constituents. Board Members should inform the Executive Director about concerns from constituents as often the concern can be handled administratively or is already a work in progress.

2.4 Assistance from Executive Director/Staff. Board Members should confer with the Executive Director if in doubt about an Authority policy or other facts, or wherever guidance or assistance is desired in these matters.

2.5 Communication as a Representative of the Board. Board Members will represent the official policies or positions of the Board to the best of their ability when designated as delegates for this purpose. When representing the Board, the Board Member may use Authority letterhead, the Authority logo or seal or any functional electronic equivalent thereof.

2.6 Communication with the Media. Board and Advisory Committee Members should forward media inquiries to the Executive Director, or Board Members should confer with the Executive Director prior to speaking with the media to ensure that they are fully briefed on the facts associated with the topic. For the purpose of assuring consistency in conveying messages regarding Authority business to the public through the media, as a general rule the Chair will serve as the spokesperson for the Board and committees. Board Members should respect adopted Board policies and decisions even when in the minority and clarify when their view is a personal opinion. In the event a Board Member communicates with the media, they should inform the Executive Director as soon as possible.

2.7 Communication in Private Capacity. When presenting their individual opinions and positions, Board members will explicitly state they do not represent the Authority, nor will they allow the inference that they do. Board Members should keep in mind that even when they are speaking as a private individual, the audience could nevertheless hear and attribute their comments as a position of the Authority. If Board Members send correspondence stating their personal views related to Authority business and use their title as a Board Member, such correspondence should clearly state that the statements are the view of the sending Board Member and not the official position of the Authority. The sending Board Member should convey a copy of such correspondence to the Executive Director and/or Authority Secretary, who will circulate it to the other Board Members for their information. When corresponding as an individual, the Board Member may not use Authority letterhead, the Authority logo or seal or any functional electronic equivalent thereof.

2.8 No Political Endorsements. No endorsements of candidates or measures on an election ballot will be discussed or displayed at meetings of the Authority Board or any related committee.

III. Electronic Communications

3.1 General. To the extent feasible, Board Members are expected to limit their use of personal electronic devices during public meetings to only those uses necessary to facilitate their participation in such meetings. Examples of necessary uses include review of agenda materials, notes or related information assembled prior to the meeting, or taking notes on information shared during the meeting. If Board Members receive public or stakeholder input during Board meetings on matters before the TA via their personal electronic devices, they are encouraged to disclose such communications for the record of the meeting and for the benefit of the Board's consideration. Board Members may use personal electronic devices during a public meeting to review agenda materials and any notes or related information assembled prior to the meeting. Board Members may not send or receive any communication regarding agenda items during the meeting, and if any such communication is received despite this requirement, it must be disclosed on the record. Any information that is not already part of the public record that is accessed during the meeting that is relevant to the agenda item should similarly be disclosed and entered into the record for the item in question.

3.2 Public Records. Board Members understand and agree that by using their personal electronic devices during a public meeting, the information on those devices may become subject to discovery, Public Records Act, or other requests, and they agree to cooperate with the Authority in responding to such requests including through direct access to their devices as necessary in order to allow the Authority to comply with law or court orders or to defend itself in any action.

IV. Code of Ethics and Good Governance

The ethics and good governance standards below will govern Members of the Board and of all advisory bodies (collectively referred to as "Member" or "Members").

4.1 Governance

4.1.1 Governance. All Members represent and serve the whole of San Mateo County.

4.1.2 Conduct of Members. The professional and personal conduct of Members while serving the Authority must be above reproach and avoid even the appearance of impropriety.

4.1.3 Policy Role of Members. The Board determines the policies of the Authority with the advice, information and analysis provided by staff, advisory bodies, and the public. Members will not interfere with the administrative functions of the Authority or the professional duties of staff; nor will they impair the ability of staff to implement Board policy decisions.

4.1.4 Positive Workplace Environment. Members will support the maintenance of a positive and constructive workplace environment for Authority staff and for community members and businesses dealing with the Authority. Members will recognize their special role in dealings with Authority staff so as not to create the perception of inappropriate direction to staff.

4.1.5 Staff Performance. The Executive Director is responsible for addressing all staff performance issues, including hiring, disciplining, and terminating employees. Any concerns with staff performance should be discussed with the Executive Director only.

4.2 Ethics

4.2.1 Conflict of Interest. In order to assure their independence and impartiality on behalf of the common good and compliance with conflict-of-interest laws, Members will use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members will not use their official positions to influence government decisions in which they have ~~(a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.~~

A Member who has a potential conflict of interest regarding a particular decision will disclose the matter to the General Counsel and reasonably cooperate with the General Counsel to analyze the potential conflict. If advised by the General Counsel to seek advice from the Fair Political Practices Commission (FPPC) or other appropriate state agency, a member should not participate in a decision unless and until he or she has requested and received advice allowing the member to participate. A member will diligently pursue obtaining such advice. The member will provide the Chair and the General Counsel a copy of any written request or advice, and conform their participation to the advice given. In providing assistance to members, the General Counsel represents the Authority and not individual members.

In accordance with the law, members will disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, will not, once the conflict is ascertained, participate in the decision and will not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

4.2.2 Gifts and Favors. Members will not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They will refrain from accepting any gifts, favors or promises of future benefits which

might compromise their independence of judgment or action or give the appearance of being compromised.

4.2.3 Use of Public Resources. Members will not use public resources which are not available to the public in general (e.g., Authority staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.

4.2.4 Confidential Information. Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members will neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

V. Conduct Protocols

The conduct protocols below govern Members of the Board and of all advisory bodies (collectively referred to as "Member" or "Members").

5.1 Members' Conduct with Each Other in Public Meetings. Members are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals who have chosen to serve the Authority to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

5.1.1 Honor the Role of the Chair. It is the responsibility of the Chair to keep the comments of members on track during public meetings. Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

5.1.2 Practice Civility and Decorum. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments are never appropriate.

5.2 Interaction with Public in Authority Meetings. Making the public feel welcome is an important part of the democratic process. It is inappropriate to show signs of partiality, prejudice or disrespect toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

5.2.1 Public Hearing Time for Individual Speakers. As a general rule, public speakers will be afforded two minutes to offer comments on a particular matter. When necessary or required due to time constraints or other unique circumstances, the Chair will determine and announce limits on speakers at the start of the public comment process.

5.2.2 No Response to Public Comment. To ensure compliance with the Brown Act, only the Chair should interact with a speaker during public comment. Except for instances when a brief clarification from a Board or staff member may be helpful, No discussion or debate should ensue regarding the comments offered. However, a Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Member finds inappropriate.

VI. Amendments

The Rules of Procedure of this Authority may be amended by majority vote of the Authority at a regular or special meeting, but only after the proposed changes have been introduced for adoption at a previous regular or special meeting. Any provision in these Rules of Procedure may be suspended during any regular or special meeting by a majority vote of the Authority.

ADOPTED: November 9, 1988

REVISED: April 7, 1994; September 1, 1994; and _____

**RULES OF PROCEDURE
OF THE
SAN MATEO COUNTY TRANSPORTATION AUTHORITY**

The San Mateo County Transportation Authority hereby promulgates the Rules of Procedure set forth below to govern its proceedings, and the protocols and conduct of those representing the Authority.

I. Board and Committees

1.1 Board of Directors. The Board is the legislative body that governs the Authority and is accountable to the public through the following actions:

- Establish policies, procedures, and regulations for Authority business.
- Establish and oversee the Authority's finances and its budgets, programs, and performance.
- Provide the resources needed by management and staff to carry out Authority policy.
- Approve and ensure the implementation of the Authority's strategic plan and vision.
- Provide input to the San Mateo County Transit District on the appointment and annual performance evaluation of the Executive Director and General Counsel.

The Board retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, through its policies and actions taken by affirmative votes of at least a majority of the members of the Board (i.e., four Board Members, Public Utilities Code Section 131262). No individual Board members can act for or on behalf of the Board without authorization to do so.

The Board's connection to the operational aspects of the Authority is through the Executive Director. Decisions or instructions of individual Board Members or committees (unless the Board delegates authority to a committee) are not binding on the Executive Director, who can only take direction from the Board. The Board can only give direction to the Executive Director and not to other Authority staff (including, but not limited to, the Authority Secretary).

1.2 Chair. The Chair will be elected each calendar year at the first Board meeting in January. It is the duty of the Chair to preside at all meetings of the Authority, maintain the orderly conduct of business, and serve as the spokesperson for the Board.

1.3 Vice-Chair. The Vice-Chair will be elected each calendar year at the first Board meeting in January. The Vice Chair will perform the duties of the Chair in their absence or incapacity and, in case of a vacancy of the office of Chair will succeed to that office. In the absence of the Chair and the Vice-Chair, the Authority will appoint a presiding officer pro tempore from among the members present. If the office of the Vice-Chair becomes vacant, the Authority will elect a successor to such office from its membership at the next regular meeting.

1.4 Regular Meetings. Except as otherwise determined by the Authority, regular meetings of the Authority will normally be held on the first Thursday of every month at 5:00 p.m. in the Board Room of the San Mateo County Transit District's administrative building located at 1250 San Carlos Avenue, San Carlos, California. In 2025, the District plans to relocate its administrative building to 166 N. Rollins Road in Millbrae, California and when that occurs, the Authority's meetings will be held in the Board Room at that location.

1.5 Special Meetings. The Chair of the Authority may, within their discretion or upon the request of any two members with concurrence of the Chair, call a special meeting for the purpose of transacting any business so specified in the notice therefor. Such notice may be given to each member of the Authority by personal delivery, U.S. mail or electronic mail at least twenty-four (24) hours before the time of such special meetings. Said notice will specify the time and place of such special meeting together with the business to be transacted. No other business will be conducted by the Authority except that so specified in the notice calling the special meeting.

1.6 Meetings Open to the Public. All regular and special meetings will be open and public as required by law (the Ralph M. Brown Act, codified at Government Code Sections 54950 et seq. and commonly referred to as the "Brown Act"). At all regular meetings, the Authority will recognize persons wishing to address the Authority concerning items of interest to the public that are within the subject matter jurisdiction of the Authority. At all regular and special meetings, the Authority will recognize persons wishing to address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item. The Authority may adopt reasonable regulations during each meeting pertaining to the permitted scope and duration of public testimony to be received including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Any regular or special meeting may be adjourned to a date and place certain as specified by the Authority, and any such adjourned meeting will be deemed to be a part of the regular or special meeting so adjourned. The Authority will take such action as may be required by law to notify the public of all Authority meetings including meetings of standing and ad hoc committees. The Authority will also take such action as may be required by law to eliminate willful disruption in the conduct of its meetings (Government Code Section 54957.9).

1.7 Meeting Falling on Legal Holiday. In the event any regular meeting falls upon a legal holiday, the meeting will be held on a subsequent day that does not fall on a holiday as determined by the Chair when a quorum of the Board is available to attend.

1.8 Quorum. A majority of the membership of the Authority constitutes a quorum for the purpose of conducting the business of the Authority; however, if there is not a quorum, a lesser number or the Authority Secretary may adjourn the meeting from time to time until there is a quorum.

1.9 Call to Order and Roll Call. The Chair of the Authority will preside at all meetings, and will call each regular, adjourned, recessed or special meeting to order at the appointed hour. Immediately after the call to order, the Authority Secretary will call the roll of the members of the Authority and record those present and those absent. If present, members of the Authority will be recorded present regardless of their answer or failure to answer to the roll call. Immediately after the roll call, or the appointment of a Chair pro tempore in the event that the Chair and Vice-Chair are absent, the presiding officer will proceed with the order of business.

1.10 Order of Business. The order of business, which will not be changed except by consent of a majority of the Authority members present, is as follows:

- (a) Call to Order
- (b) Roll Call/Pledge of Allegiance
- (c) Report Out from Closed Session(s) at Previous Meeting
- (d) Public Comment for Items Not on the Agenda
- (e) Report of the Citizens Advisory Committee

- (f) Consent Calendar
- (g) Report of the Chair
- (h) San Mateo County Transit District Liaison Report
- (i) Peninsula Corridor Joint Powers Board Liaison Report
- (j) Report of Executive Director
- (k) Public Hearing (to be designated on the Agenda at a time certain)
- (l) Committee Reports
- (m) Program
- (n) Finance
- (o) Legislative Matters
- (p) Requests from the Authority
- (q) Written Communications to Authority
- (r) Date/Time of Next Regular Meeting
- (s) Report of Legal Counsel/Closed Sessions
- (t) Adjournment

1.11 Agenda. Prior to every meeting of the Authority, the Executive Director, in consultation with the Chair, will prepare an agenda which sets forth a brief general description of each item of business to be transacted or discussed by the Authority, including matters to be discussed in closed session and matters specifically requested for consideration by any Authority member. A complete copy of each agenda, together with supporting material, is provided by personal delivery, U.S. mail, or electronic mail to each Authority member so as to reach the recipient on the fifth day preceding the scheduled meeting. The agenda and supporting documents will be available and open to the public. A copy of the agenda will be posted in a location freely accessible to the public, such as the front door of the San Mateo County Transit District's administrative building or the receptionist bulletin board in the same building and will be posted on the Authority's website, at least seventy-two (72) hours before each regular meeting of the Authority and at least twenty-four (24) hours before each special meeting of the Authority. Except as permitted by law, no matters other than those on the agenda will be acted upon by the Authority.

1.12 Manner of Voting. The actions of the Authority are expressed by ordinances, resolutions or motions. Voting on ordinances and resolutions, or any other matters which may be requested by the majority of the Authority members, is conducted by roll call. Voting by motion is conducted by voice vote.

1.13 Voting Requirements. All official acts of the Authority require the affirmative vote of a majority of the members of the Authority. For every such act, Authority members present will vote for or against it, unless a member has abstained for cause.

1.14 Minutes of Meeting. The minutes of the meetings of the Authority will be kept and maintained as permanent records by the Authority Secretary. The minutes will describe each particular type of business transacted set off in paragraphs with proper descriptive headings. A copy of the minutes of the Authority will be provided to each member of the Authority. The Authority Secretary will be required to make a record of such business as was actually passed upon by vote of the Authority, together with a summary of matters discussed. The Authority Secretary will not be required to make a verbatim transcript of the proceedings, providing that such proceedings are recorded and retained in accordance with applicable policy, but will, as to all proposed ordinances and resolutions voted upon by the Authority, record in the minutes the names of those members who voted for and those who voted against the proposal. To the extent the information is made available, the record will reflect the names of the persons

addressing the Authority, the title of the subject matter to which their remarks are directed and an indication as to whether they spoke in support of or in opposition to such item.

1.15 Committees of the Board. The Chair of the Board will appoint all committees and determine their membership. Unless otherwise prescribed, a committee will consist of less than a quorum of the Board. A majority of those present constitutes a quorum, and a vote of such majority is required for action.

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5.1 Members' Conduct with Each Other in Public Meetings. Members are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals who have chosen to serve the Authority to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

5.1.1 Honor the Role of the Chair. It is the responsibility of the Chair to keep the comments of members on track during public meetings. Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

5.1.2 Practice Civility and Decorum. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments are never appropriate.

5.2 Interaction with Public in Authority Meetings. Making the public feel welcome is an important part of the democratic process. It is inappropriate to show signs of partiality, prejudice or disrespect toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

5.2.1 Public Hearing Time for Individual Speakers. As a general rule, public speakers will be afforded two minutes to offer comments on a particular matter. When necessary or required due to time constraints or other unique circumstances, the Chair will determine and announce limits on speakers at the start of the public comment process.

5.2.2 No Response to Public Comment. To ensure compliance with the Brown Act, only the Chair should interact with a speaker during public comment. Except for instances when a brief clarification from a Board or staff member may be helpful, no discussion or debate should ensue regarding the comments offered. However, a Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Member finds inappropriate.

VI. Amendments

The Rules of Procedure of this Authority may be amended by majority vote of the Authority at a regular or special meeting, but only after the proposed changes have been introduced for adoption at a previous regular or special meeting. Any provision in these Rules of Procedure may be suspended during any regular or special meeting by a majority vote of the Authority.

ADOPTED: November 9, 1988

REVISED: April 7, 1994; September 1, 1994; and _____