

**San Mateo County Transportation Authority  
1250 San Carlos Avenue, San Carlos, California**

**Community Advisory Committee (CAC)  
Meeting Minutes**

**December 3, 2024**

**Members Present:** B. Arietta (Chair), I. Bucio (arrived at 4:39 pm), G. Carlini, N. Enriquez  
**(In Person)** (arrived at 4:36 pm), R. Hedges, K. Kuklin (arrived at 4:39 pm), S. Lang,  
J. Londer, G. Mattammal, P. Ohtaki (arrived at 4:46 pm), M. Swire

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

**Members Absent:** J. Fox (Vice Chair)

**Staff Present:** S. Atkinson, J. Brook, P. Gilster, L. Ko, J. Manzi, P. Skinner, A. To, K. Yin

**1. Call to Order/Pledge of Allegiance**

Chair Barbara Arietta called the meeting to order at 4:34 pm and led the Pledge of Allegiance.

**2. Roll Call**

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

**3. Public Comment for Items Not on the Agenda**

There were no comments.

**4. Consent Calendar**

**4.a. Approval of Minutes of the CAC Meeting of November 5, 2024**

**TA Board Meeting Agenda for December 5, 2024**

**4.b. TA Board Item 8.b Acceptance of Statement of Revenues and Expenditures for the  
Period Ending October 31, 2024**

**4.c. TA Board Item 8.c Acceptance of Capital Projects Quarterly Status Report for 1st  
Quarter Fiscal Year 2025**

Motion/Second: Hedges/Mattammal

Ayes: Arietta, Carlini, Hedges, Lang, Londer, Mattammal, Swire

Noes: None

Absent: Bucio, Enriquez, Fox, Kuklin, Ohtaki

**5. TA Board Item 8.a Approval of Minutes of the Board of Directors Meeting of November 7, 2024**

There were no comments.

**6. TA Board Item 3 Legislative Update**

Peter Skinner, Executive Officer, Transportation Authority, provided a summary of federal and state legislation. He stated that federal lawmakers will need to pass a continuing resolution (CR) to fund the government when the current CR expires on December 20. He stated that the President-Elect has selected Sean Duffy to potentially lead the Department of Transportation. On the state side, he stated there was a special legislative session that began on December 2 to look at ways to protect the rights of Californians under the new Trump administration. He stated the official state legislative session begins January 6, 2025.

**7. TA Board Item 4 2025 Draft Legislative Program**

Sandra Lang asked how the various funding streams would be affected by the new administration in January, and Mr. Skinner stated it was unknown at this time.

Mr. Skinner noted that the draft legislative program was emailed to the CAC members, requesting their feedback.

**8. TA Board Item 13.a Adopting the Strategic Plan 2025-2029 and Amending the Fiscal Year 2025 Budget from \$189,035,418 to \$191,035,418 to Fund Technical Assistance Program**

Patrick Gilster, Director, Planning and Fund Management, provided the presentation.

Ms. Lang asked if the video would be available to view. Mr. Gilster stated the video would be available to watch on the new Strategic Plan website.

Mike Swire asked if the TA coordinated with C/CAG (City and County Association of Governments of San Mateo County). Mr. Gilster stated the TA frequently collaborates with C/CAG.

Nheeda Enriquez asked if there had been good engagement from stakeholders. Mr. Gilster stated that staff had made a more concerted effort with the stakeholder interviews to discuss the parts of the plan that would impact them the most.

Giuliano Carlini asked if any substantial revision had been done on the document, and Mr. Gilster stated not since the public review draft. Mr. Carlini asked why the focus was not on strategy.

Mr. Swire noted that the TA is not oversubscribed in terms of projects and asked how the choices of projects were made. Mr. Gilster stated the cities decide which projects they apply for.

Ms. Lang asked who oversees the seed money for technical assistance and if it is used primarily for consultants or identifying the need for technical assistance. Mr. Gilster stated the money could be used for purposes such as community-based outreach or technical training.

Mr. Carlini commented that the Managed Lanes north of I-380 overall project cost was in the range of \$350,000 to \$680,000. Mr. Gilster stated the project is still in the environmental phase

and only up to half that amount would come from the TA. He emphasized that the TA has programmed, but not yet allocated, the funds for the design of the project and the Board would need to consider moving the project forward after the environmental phase is complete.

Motion/Second: Kuklin/Hedges

Ayes: Arietta, Bucio, Enriquez, Hedges, Kuklin, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: Carlini

Absent: Fox

**9. TA Board Item 13.b Programming and Allocating \$24,676,944 for the Cycle 7 Pedestrian and Bicycle Program Call for Projects and \$2,183,325 for the Cycle 2 Alternative Congestion Relief/Transportation Demand Management Call for Projects**

Sue-Ellen Atkinson, Manager, Planning and Fund Management, presented the staff report. She noted the Board supported Option 2 and requested having an interim Alternative Congestion Relief/Transportation Demand Management call for projects for funds that were not allocated.

Mr. Hedges asked when the next call for projects applications would be due. Ms. Atkinson stated that applications would be due in August 2025.

Peter Ohtaki asked if there was any room for an emergency project, such as a safety project, noting a fatality that occurred at the Holly Street/US 101 interchange. Mr. Gilster stated the TA has special circumstances funding. He added that the Holly Street project is sponsored by the City of San Carlos and they are eligible to apply for funds in either the highway program or the bike/ped program when they are ready to move the project forward.

According to Mr. Swire, at the recent San Carlos City Council meeting, the Mayor stated that the widening of US 101 defeated the Holly Street bike and ped bridge project that had been planned for 15 to 20 years.

Mr. Hedges stated the Hillsdale overpass did not go forward because the design was too expensive.

Ms. Lang expressed a concern for safety in consideration of projects.

Motion/Second: Bucio/Kuklin

Ayes: Arietta, Bucio, Carlini, Enriquez, Hedges, Kuklin, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: None

Absent: Fox

**10. Board Item 14.a Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024**

Annie To, Director, Accounting, presented a summary of the report, saying that the auditors had provided a clean, unmodified opinion and noted that the TA had received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

Mr. Ohtaki had questions about the revenue (assets) side. Ms. To reported the auditor had no comments and had an unmodified opinion, there was no disagreement with management, and no misstatements were identified. Mr. Ohtaki described changes on the balance sheet and

stated it appears that the TA has available funds that could go to various projects. He noted that although the funds are allocated, he stated the TA needed to be expedient in getting the funds out to the cities. Mr. Gilster clarified the process and noted most funds are allocated on a reimbursement basis and it is up to the jurisdictions to invoice the TA.

Ms. Lang asked how staff confirms that all the invoices are properly submitted. Ms. To stated Accounts Payable staff look at the invoices before processing the payments, a sample of which is later reviewed by the auditor. Mr. Gilster added the TA team reviews and approves the invoices before they go to Accounts Payable.

Motion/Second: Lang/Ohtaki

Ayes: Arietta, Bucio, Carlini, Enriquez, Hedges, Kuklin, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: None

Absent: Fox

**11. TA Board Item 14.b Awarding a Contract to Bortolussi & Watkin, Inc. for the Landscaping Construction of the US 101/Broadway Interchange Project for a Grand Total Bid Price of \$1,145,159**

Jess Manzi, Director, Director, Project Delivery, provided the presentation.

Jeff Londer asked why the project was coming in 30 percent below the engineer's estimate. Ms. Manzi stated the assumptions made by the contractor were based on Caltrans rates.

Mr. Swire asked about the existing bike/ped overcrossing. Ms. Manzi described how the bridge would funnel cyclists across US 101.

Ivan Bucio asked if the contractor favored using native plants over drought-tolerant plants. He stated the construction industry is very competitive now, which may explain the lowered cost.

Ms. Enriquez asked if the TA would manage projects in the future. Ms. Manzi stated that the City of Burlingame is the project sponsor, and the City has requested the TA help with the landscaping.

Mr. Carlini asked how the TA recoups costs for staff time. Mr. Gilster stated staff providing technical assistance can charge their time to the project. Mr. Carlini asked why the project was designated as required. Ms. Manzi stated the landscaping is a Caltrans requirement for all projects on the state highway system.

Mr. Swire asked if technical assistance is the best use of TA staff time. Ms. Manzi stated if they are able to get projects built sooner, then yes. Mr. Gilster stated this project was a trial to potentially expand the program in the future.

Motion/Second: Kuklin/Mattammal

Ayes: Arietta, Bucio, Carlini, Enriquez, Hedges, Kuklin, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: None

Absent: Fox

## **12. Report of the Chair**

Chair Arietta provided her report, which was included in the packet:

Caltrain has sold its retired diesel fleet to the Municipality of Lima, Peru effective November 2024.

The commuter rail line sold 19 diesel locomotives and 90 retired gallery cars built between 1985 and 1987.

This transfer marks a second life for the equipment, which served several millions of passengers in San Francisco, San Mateo and Santa Clara Counties for nearly 40 years.

This international transaction will reimburse Caltrain over \$6 million USD.

Upon conclusion of the sale, Caltrain reported that the agreement will help Peru embrace a more sustainable future while also bringing millions of dollars to keep Caltrain running.

The former Caltrain passenger cars and locomotives will enable the start of new commuter rail service in greater Lima, cleaner air for commuters and community members, as well as access to opportunities this great public transportation will provide.

Notably, this sale of the previous Caltrain fleet not only preserves the utility of retired transit assets, but also sets an example of international collaboration in promoting sustainable transportation.

## **13. Report from Staff**

Mr. Skinner stated the Executive Director's report was in the packet. He stated on January 7, staff would bring the amended TA CAC Rules of Procedure to the CAC for approval, with plans to vote for a Chair and Vice Chair at that meeting.

## **14. Member Comments/Requests**

Mr. Carlini stated Caltrain had announced a significant increase in ridership since the advent of electrification, not necessarily related to an increase in commuters. In light of the recent death of a cyclist on the Holly Street overcrossing, he advocated prioritizing safety over projects such as highway widening and finding more money to make people safe who choose not to drive.

The members wished everyone Happy Holidays.

Mr. Ohtaki inquired if there is a potential fast-track improvement process to expedite projects that arise because of safety incidents.

Ms. Enriquez suggesting introducing a carve-out for emergency projects in the Strategic Plan.

Mr. Swire stated it is important to find where to get the biggest return, especially for safety-related projects. He asked what happens if a TA-approved project is removed.

Mr. Hedges stated it is unusual for projects to get passed quickly. He noted that the geography of Los Angeles makes it very transit-efficient.

**15. Date/Time of Next Regular Meeting**

Chair Arietta announced that the next meeting would be held on Tuesday, January 7, 2025, at 4:30 pm in person at the SamTrans Auditorium and via Zoom teleconference.

**16. Adjourn**

The meeting adjourned at 6:16 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 CAC Secretary's office by phone at 650.551.6108 or by email to [cacsecretary@smcta.com](mailto:cacsecretary@smcta.com).