



AGENDA

CITIZENS ADVISORY COMMITTEE MEETING

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the [Governor’s Executive Orders N-25-20 and N-29-20](#).

Directors, staff and the public may participate remotely via Zoom at <https://samtrans.zoom.us/j/92830199143?pwd=djhSTlhqTkV4alk3anVWRThWSXFnUT09> for audio/visual capability or by calling **1-669-900-9128, Webinar ID: 928 3019 9143** for audio only. The video live stream will be available during or after the meeting at <http://www.smcta.com/about/boardofdirectors/video.html>.

Public Comments: Members of the public are encouraged to participate remotely. 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 after an agenda item is heard will be included into the Board’s weekly correspondence and posted online at: <http://www.smcta.com/about/boardofdirectors/boardofdirectorscalendar.html>

Oral public comments will also be accepted during the meeting through Zoom* or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Use the Raise Hand feature to request to speak. For participants calling in, dial *67 if you do not want your telephone number to appear on the live broadcast. Callers may dial *9 to use the Raise Hand feature for public comment. Each commenter will be recognized to speak and callers should dial *6 to unmute themselves when recognized to speak for three minutes or less. The CAC Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

September 29, 2020 – Tuesday (Revised 9-28-2020) 4:30 pm

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) Approval of Minutes from September 1, 2020 MOTION
- 4) Approval of 2021 CAC Meeting Calendar MOTION
- 5) Presentation on SMCTD Website Replacement Project INFORMATIONAL
- 6) Public Comment For Items Not on the Agenda

TA Citizens Advisory Committee Members 2020: Barbara Arietta (Chair), Diana Bautista, An Chen, Ken Chin, John Fox (Vice Chair), Steven Green, Rich Hedges, Naomi Hsu, Karen Kuklin, Sandra Lang, Jeff Londer, Olma O’Neill, Peter Ohtaki, Dave Reed, Mario Rendon

Staff Liaison: Joe Hurley, Transportation Authority Director

CAC Secretary: Jean Brook

San Mateo County TA CAC Meeting
Agenda for September 29, 2020

Public testimony by each individual speaker shall be limited to three (3) minutes

7) **Transportation Authority Board Meeting Agenda for October 1, 2020:**

- | | |
|--|---------------|
| a) TA Board Item 9 (a) US 101/Produce Avenue Project Update | INFORMATIONAL |
| b) TA Board Item 9 (b) Paratransit Program Update | INFORMATIONAL |
| c) TA Board Item 10 (a) Allocation of \$18,097,344 <u>\$16,597,344</u> in Measure A Funds to the San Mateo County Transit District for the SamTrans Paratransit Program and Caltrain | MOTION |
| d) TA Board Item 11 State and Federal Legislative Update | INFORMATIONAL |
| e) TA Board Item 5 (b) Acceptance of Statement of Revenues and Expenditures for the Period Ending June 30, 2020 | MOTION |
| f) TA Board Item 5 (c) Acceptance of Statement of Revenues and Expenditures for the Period Ending August 31, 2020 | MOTION |
| g) TA Board Item 5 (d) Acceptance of Measure A Semiannual Program Status Report | MOTION |
| h) TA Board Item 5 (e) Approval of the 2021 Board of Directors Calendar | MOTION |
| i) TA Board Item 5 (a) Approval of Minutes of the Board of Directors Meeting of September 3, 2020 | INFORMATIONAL |

8) Report of the Chair

9) Report from Staff

10) Member Comments/Requests

Committee members may make brief statements regarding CAC-related areas of concern, ideas for improvement, or other items that will benefit or impact the TA or the CAC

9) Date/Time of Next Regular Meeting: Tuesday, November 3, 2020, 4:30 pm via Zoom Teleconference

10) 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 www.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 Meetings

The Transportation Authority (TA) meets regularly on the first Thursday of the month at 5:00 pm. The TA Citizens Advisory Committee (CAC) meets regularly on the Tuesday prior to the first Thursday of the month at 4:30 pm at the San Mateo County Transit District Administrative Building.

Location of Meeting

Due to COVID-19, the meeting will only be via teleconference as per the information provided at the top of the agenda. The Public may not attend this meeting in person.

*Should Zoom not be operational, please check online at <http://www.smcta.com/about/boardofdirectors/boardofdirectorscalendar.html> for any updates or further instruction.

Public Comment

Members of the public are encouraged to participate remotely. 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 CAC 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: <http://www.smcta.com/about/boardofdirectors/boardofdirectorscalendar.html>. Oral public comments will also be accepted during the meeting through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM and each commenter will be automatically notified when they are unmuted to speak for two minutes or less. The CAC Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

Accessible Public Meetings/Translation

Written materials in appropriate alternative formats, disability-related modification/accommodation, as well as sign language and foreign language interpreters are available upon request; all requests must be made at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; 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 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

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

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

SEPTEMBER 1, 2020

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

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

STAFF PRESENT: J. Hurley, R. McCauley, P. Skinner, D. Hansel, A. Chan, J. Williams, C. Mobley-Ritter, J. Sangha, A. Edwin J. Brook

* Vice Chair John Fox chaired the meeting in place of Chair Barbara Arietta due to the technical considerations of conducting the meeting via teleconference.

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice Chair John Fox called the meeting to order at 4:31 pm and he led the Pledge of Allegiance.

2) ROLL CALL

CAC Secretary Jean Brook called the roll. A quorum was present.

3) APPROVAL OF MINUTES OF THE TA CAC MEETING OF AUGUST 4, 2020

Motion/Second: Kuklin/Ohtaki

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

Absent: Chen, O'Neill, Reed

4) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

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

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

a) TA Board Item 10 State and Federal Legislative Update

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

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

Daniel Shockley, Senior Planner, provided the presentation.

Ken Chin left the meeting at 4:59 pm

April Chan, Chief Officer, Planning, Grants/Transportation Authority, said the TA provides 4 percent of the new Measure A Program funding to support the shuttle program. She said the study was commissioned by Caltrain and SamTrans to determine the most effective shuttle program.

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

Ken Chin rejoined the meeting at 5:11 pm

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

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

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

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

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

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

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

Dave Reed joined the meeting at 5:39 pm

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

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

d) TA Board Item 12 (a) Allocation of \$524,611 in Measure A Alternative Congestion Relief Funds to the Peninsula Traffic Congestion Relief Alliance (Commute.org) to Support the Countywide Congestion Relief Program for Fiscal Year 2021

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

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

Motion/Second: Arietta/Hedges

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

Absent: Chen, O'Neill

e) TA Board Item 12 (b) Reprogramming and Reallocation of \$1,000,000 in Measure A Funds from the Project Initiation Document Phase to Project Approval/Environmental Document Phase of the US 101/SR 92 Direct Connector Project

Arul Edwin, Project Manager, provided the staff report.

Motion/Second: Hedges/Kuklin

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

Absent: Chen, O'Neill

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

Derek Hansel, Chief Financial Officer, provided the presentation.

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

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

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

Motion/Second: Arietta/Hedges

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

Absent: Chen, O'Neill

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

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

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

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

Motion/Second: Arietta/Reed

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

Absent: Chen, O'Neill

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

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

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

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

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

Motion/Second: Reed/Londer

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

Absent: Chen, O'Neill

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

There were no comments.

6) REPORT OF THE CHAIR

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

7) REPORT FROM STAFF

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

Diana Bautista left the meeting at 6:34 pm

8) MEMBER COMMENTS/REQUESTS

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

Karen Kuklin left the meeting at 6:37 pm

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

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

Mr. Londer thanked everyone for their presentations and contributions.

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

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

10) ADJOURNMENT

The meeting adjourned at 6:45 pm.



Citizens Advisory Committee Meeting Calendar 2021

Tuesday – 4:30 PM
January 5
February 2
March 2
March 30*
May 4
June 1
June 29*
August 3
August 31*
October 5
November 2
November 30*

* Last Tuesday preceding first Thursday of the next month

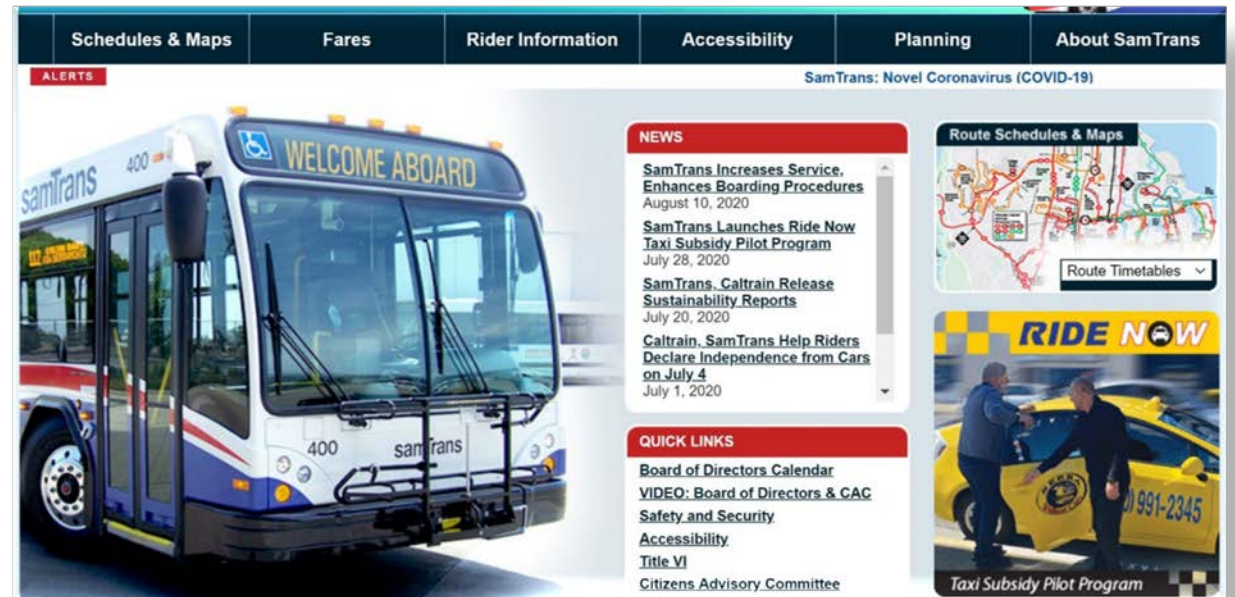
The CAC meets the Tuesday preceding the first Thursday of the month unless otherwise noted.

All meetings are held via Zoom or at 1250 San Carlos Avenue, Baccioco Auditorium, 2nd Floor, San Carlos, CA unless scheduled or stated otherwise at

<https://www.smcta.com/about/cac/citizensadvisorycommitteecalender.html>

SMCTD Website Replacement Project

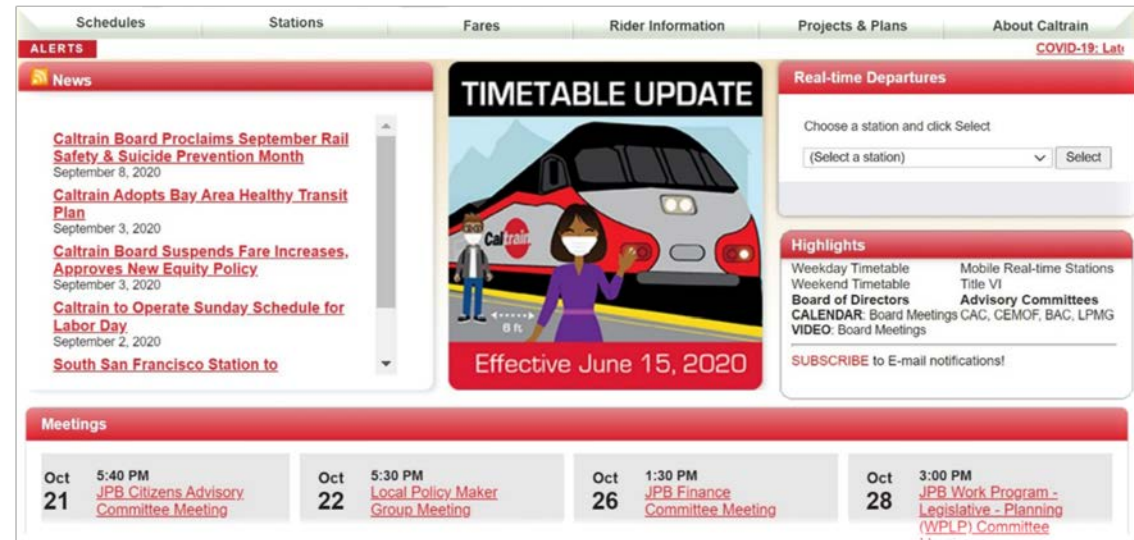
Jeremy Lipps
Digital Comms Manager



SMCTD Website Replacement Project

The District is currently in the process of redesigning websites:

- Caltrain
- SamTrans
- TA
- SMCTD
- SMCELJPA
- Numerous Microsites



SMCTD Website Replacement Project

Scope: Replace 10-year old websites:

1. Improve User Experience/Mobile
2. Improve Accessibility
3. Improve Security (CIA – Confidentiality, Integrity, Availability)
4. Improve Data Flow (GTFS)
5. Update/Clean up content

SMCTD Website Replacement Project

The Team: Contractor

FivePaths www.fivepaths.com



FivePaths

District Digital Comms Team

Jeremy Lipps, Digital Comms Manager

Mark Templo, Web Developer

With Marketing, Contracts & Procurement, IT



SMCTD Website Replacement Project

Timeline

June, 2020 - Contract Signed

July, 2020 – Began Work

June 2021 - Expected Live Date

Current Activities

Interviews and research

Backend data collection

Development site created



SMCTD Website Replacement Project

Questions or Comments?

Jeremy Lipps, lippsj@samtrans.com