



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> or by entering Webinar ID: **928 3019 9143**, Passcode: **602531** 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. 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.

Revised – Item #5 (e)

February 2, 2021 – Tuesday

4:30 pm

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) Approval of Minutes from January 5, 2021
- 4) Public Comment For Items Not on the Agenda

MOTION

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

TA Citizens Advisory Committee Members 2021: 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

5) **Transportation Authority Board Meeting Agenda for February 4, 2021**

- a) **TA Board Item 11 (a)** San Mateo 101 Express Lanes Quarterly Project Update INFORMATIONAL
 - b) **TA Board Item 11 (b)** South San Francisco Caltrain Station Improvement Project Update INFORMATIONAL
 - c) **TA Board Item 12 (a)** Approval of Procurement Policy MOTION
 - d) **TA Board Item 13** State and Federal Legislative Update and Approval of Legislative Proposals: Support ACA 1 MOTION
 - e) **TA Board Item 6 (b)** Acceptance of Statement of Revenues and Expenditures for the Period Ending ~~November~~ December 31, 2020 MOTION
 - f) **TA Board Item 6 (c)** Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Period Ending December 31, 2020 MOTION
 - g) **TA Board Item 6 (d)** Amendment of the Fiscal Year 2021 Budget to Increase Total Expenditures from \$212,055,740 to \$212,239,942 MOTION
 - h) **TA Board Item 6 (a)** Approval of Minutes of the Board of Directors Meeting of January 7, 2021 INFORMATIONAL
- 6) Report of the Chair
- 7) Report from Staff
- 8) 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, March 2, 2021, 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**

JANUARY 5, 2021

MEMBERS PRESENT: B. Arietta (Chair)*, D. Bautista, K. Chin, J. Fox (Vice Chair)*, S. Green,
(Via R. Hedges, K. Kuklin, S. Lang, J. Londer, P. Ohtaki, D. Reed,
Teleconference) M. Rendon

MEMBERS ABSENT: An Chen, Naomi Hsu

STAFF PRESENT: J. Hurley, P. Skinner, A. Chan, M. Bouchard, P. Gilster, R. McCauley,
G. Fleming, J. Sharma, J. Williams, 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 4:33 pm and he led the Pledge of Allegiance.

Joe Hurley, TA Director, announced the items would be taken out of order to accommodate speakers' schedules.

2) ROLL CALL

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

3) APPROVAL OF MINUTES OF THE TA CAC MEETING OF DECEMBER 1, 2020

Motion/Second: Bautista/Arietta

Ayes: Arietta, Bautista, Chin, Fox, Green, Hedges, Kuklin, Lang, Londer, Ohtaki, O'Neill, Reed, Rendon

Absent: Chen, Hsu

4) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

There were no comments.

5) TRANSPORTATION AUTHORITY BOARD MEETING AGENDA FOR JANUARY 7, 2021

a) TA Board Item 14 (a) Grade Separation Program Update

April Chan, Chief Officer, Planning, Grants/Transportation Authority, provided opening comments regarding the program. Peter Skinner, Director, Grants and Fund Programming, provided the presentation.

Peter Ohtaki asked what other funding alternatives were available. Mr. Skinner said there were no substantial federal or state programs to fund grade separations. He said they hope that federal stimulus funds may become available. Mr. Ohtaki asked if funding were available from the TIF (Transportation Improvement Fee) program. Ms. Chan said the program typically did not fund grade separation projects.

Chair Barbara Arietta asked if a special funding district could possibly be formed. Michelle Bouchard, Chief Operations Officer/Rail, said these types of districts are rare. She added that the Caltrain corridor spans three counties and presents challenges due to geographical and political differences.

Rich Hedges said he was not aware of any additional funding sources.

Vice Chair Fox commented that the diagrams in two of the slides had reversed the orientation from the aerial photographs.

b) TA Board Item 15 (a) Program and Allocate \$23.8 Million of Measure A Grade Separation Program Funds for the 25th Avenue Grade Separation Project

Ms. Chan introduced Azalea Mitch, Interim Public Works Director, and Larry Patterson, retired City Manager and former Public Works Director, from the City of San Mateo. She noted the project team, consisting of Gary Fleming, Deputy Chief, Rail Development; Joy Sharma, Senior Project Manager; and Ms. Bouchard, who jointly provided the presentation.

Mr. Patterson emphasized that it was crucial to keep the project moving forward by approving the funding request to avoid incurring additional costs.

Mr. Fleming provided details about the state of the project construction and anticipated completion dates.

Chair Arietta asked for an explanation of the increased costs. Mr. Fleming explained the reasons for the right-of-way, utility, construction management cost increases, and parking track. Ms. Bouchard said the time needed for negotiations has a major impact on the timing of the construction.

Sandra Lang asked if there had been a thorough risk analysis done to anticipate increased costs. Mr. Fleming said they had done such an analysis and many of the potential risk items have been completed. Ms. Sharma said some contingency funding has been set aside to address unforeseen conditions or risks, and that the risks are minimal since the project is 85 percent completed.

Steven Green asked if Union Pacific had any legal requirement to disclose the location of the optical fiber. He asked if the actual contractors could be held liable for the cost overruns. Mr. Fleming said that their ongoing goal is to get as many utilities out of the way as possible during the design process prior to advertising the construction contract. Ms. Bouchard stated that historically there has been a lot of pressure to move forward with construction to avoid rising construction costs.

Mr. Hedges asked if the TA, City of San Mateo, or any other funding partners would be able to reclaim any contingency funding. Ms. Chan said any unused funds should go back to the TA.

Mr. Ohtaki asked if there was a mechanism to share best practices or lessons learned with similar projects in the future. He said that he advocated having a dedicated funding source for grade separations. Mr. Fleming said they are working to have better as-built drawings on their right-of-way and are looking at lessons learned.

Karen Kuklin asked how contingency funding is applied for construction projects. Mr. Fleming said it is likely that there could be a remaining balance of contingency funding after construction is completed.

Dave Reed asked about spending on the project compared to former grade separation projects.

Mr. Hedges noted that the San Bruno grade separation went way over the estimated cost. Mr. Hurley said that the San Bruno project included three grade separations. Ms. Chan said that they were able to tap into federal stimulus money to finish that project. She added that she could provide more information offline.

Public Comment:

Emily Beach, TA Board Chair, thanked the CAC members.

Adam Loraine, City of San Mateo, commended the City leadership for contributing funds to offset the additional project costs.

Motion/Second: Hedges/Arietta

Ayes: Arietta, Bautista, Chin, Fox, Green, Hedges, Kuklin, Lang, Londer, Ohtaki, O'Neill, Reed, Rendon

Absent: Chen, Hsu

c) TA Board Item 12 State and Federal Legislative Update

Ryan McCauley, Government and Community Affairs Specialist, provided a summary of current legislation.

Chair Arietta said she appreciated the list of standing committees that was provided.

d) TA Board Item 13 Adoption of 2021 Legislative Program

Mr. McCauley summarized the staff report, noting items that were updated since presentation of the draft legislative program.

Mr. Ohtaki suggested adding stronger language to the legislative program for identifying dedicated funding for grade separations from the federal and state levels.

Mr. Hedges said that oil used to produce gasoline in California comes from outside the state. He suggested that an item regarding the enactment of an oil extraction tax be put on a future agenda. He added that such a tax could provide a source of funding for grade separations statewide.

Motion/Second: Hedges/Bautista

Ayes: Arietta, Bautista, Chin, Fox, Green, Hedges, Kuklin, Lang, Londer, Ohtaki, O'Neill, Reed, Rendon

Absent: Chen, Hsu

e) TA Board Item 15 (b) Program and Allocate \$350,000 for the Development of the Alternative Congestion Relief and Transportation Demand Management Plan

Patrick Gilster, Manager, Programming and Monitoring, presented the staff report.

Mr. Ohtaki asked if the program included electric vehicles and charging stations. Mr. Gilster said that there may be a way to include that under Measure A funding using different criteria.

Mr. Londer asked about \$50,000 in funding that the Congestion Relief Alliance receives in addition to their annual allocation. Mr. Gilster confirmed that this is a separate amount that the TA uses to develop a plan to identify how else to spend the Alternative Congestion Relief program funds.

Motion/Second: Londer/Arietta

Ayes: Arietta, Bautista, Chin, Fox, Green, Hedges, Kuklin, Lang, Londer, Ohtaki, O'Neill, Reed, Rendon

Absent: Chen, Hsu

f) TA Board Item 7 (b) Acceptance of Statement of Revenues and Expenditures for the Period Ending November 30, 2020

Mr. Hurley said that Measure A reductions are representative of the current situation with the pandemic.

Mr. Ohtaki asked if the 101 Express Lanes funding could be separated out to see what the variance is, under both revenues and expenditures. Mr. Hurley said he would get back to him later.

Motion/Second: Reed/Kuklin

Ayes: Arietta, Bautista, Chin, Green, Hedges, Kuklin, Lang, Londer, Ohtaki, O'Neill, Reed, Rendon

Abstention: Fox

Absent: Chen, Hsu

g) TA Board Item 7 (a) Approval of Minutes of the Board of Directors Meeting of December 3, 2020

There were no comments.

6) REPORT OF THE NOMINATING COMMITTEE FOR 2021 CHAIR AND VICE CHAIR

Mr. Londer thanked Chair Arietta and Vice Chair Fox for their support during 2020. He said the Nominating Committee proposed that Chair Arietta and Vice Chair Fox continue in their roles in 2021. Vice Chair Fox said he encouraged anyone else to take on the Vice Chair role. Mr. Londer said the Nominating Committee also recommended Ms. Bautista or Mr. Ohtaki for vice chair. The CAC members concurred with the recommendation to retain Ms. Arietta as Chair and Mr. Fox as Vice Chair.

Motion/Second: Reed/Lang

Ayes: Bautista, Chin, Green, Hedges, Kuklin, Lang, Londer, Ohtaki, O'Neill, Reed, Rendon

Abstentions: Arietta, Fox

Absent: Chen, Hsu

7) REPORT OF THE CHAIR

Chair Arietta provided an informational report on the aesthetics of trees along Northern California roadways. Mr. Londer noted that members were welcome to register for a discussion of Caltrans' process and plans to upgrade El Camino in the City of Burlingame. Ms. Brook agreed to forward the information to the CAC members.

8) REPORT FROM STAFF

Mr. Hurley noted the updates included in the TA Board Executive Director's report.

9) MEMBER COMMENTS/REQUESTS

Mr. Reed noted the meeting with Mr. Hurley and Mr. Gilster and why Pacifica was not involved.

Mr. Hurley congratulated Chair Arietta and Vice Chair Fox on continuing their respective roles on the CAC.

Mr. Hedges noted that MTC (Metropolitan Transportation Commission) is finalizing their 2015 Five-Year Maintenance Plan, which includes transportation and housing issues, and encouraged interested members to join MTC's Zoom meetings.

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

Vice Chair Fox announced that the next meeting would be held on Tuesday, February 2, 2021 at 4:30 pm, with teleconference or location details to be provided prior to the meeting.

11) ADJOURNMENT

The meeting adjourned at 6:54 pm.