



BOARD OF DIRECTORS 2021

CHARLES STONE, CHAIR
PETER RATTO, VICE CHAIR
MARINA FRASER
JEFF GEE
CAROLE GROOM
ROSE GUILBAULT
RICO E. MEDINA
DAVE PINE
JOSH POWELL

CARTER MAU
ACTING GENERAL MANAGER/CEO

AGENDA

**SAN MATEO COUNTY TRANSIT DISTRICT
CITIZENS ADVISORY COMMITTEE (CAC) MEETING**

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](#).

Committee members, staff and the public may participate remotely via Zoom at <https://samtrans.zoom.us/j/92043867620?pwd=ZHpLQnJQd0VwYWcydGJCdTRNVGd6UT09> or by entering Webinar ID: **920 4386 7620**, Passcode: **474781** 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 after the meeting at <http://www.samtrans.com/about/boardofdirectors/video.html>.

Public Comments: Members of the public are encouraged to participate remotely. Public comments may be submitted to publiccomment@samtrans.com prior to the meeting's call to order so that they can be sent to the Committee Chair 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.samtrans.com/about/boardofdirectors/Board_of_Directors_Calendar.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 and press *6 to accept being unmuted when recognized to speak. Each commenter will be automatically notified when they are unmuted to speak for three minutes or less. The Committee 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.

WEDNESDAY, JUNE 30, 2021 – 6:30 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Public Comment for Items Not on the Agenda
Public testimony by each individual speaker shall be limited to three (3) minutes

SamTrans Citizens Advisory Committee Members 2021: Mary Adler, Steve Appenrodt, John Baker (Chair), Andrew Barnes, Iris Chan, Bob Gomez, Scott Johnston (Vice Chair), Allie Juarez, Alex Madrid, Nancy Lacsamana

Staff Liaison: Ana Rivas, Director of Bus Transportation

CAC Secretary: Jean Brook

4. Approval of Meeting Minutes from May 26, 2021
5. Presentation: ADA Sensitivity Training – David Scarbor, Accessibility Coordinator
6. Report of the Chair
7. SamTrans Staff Update – Ana Rivas
8. CAC Member Comments/Requests
9. SamTrans Board Liaison Report – John Baker
10. Next Meeting: Wednesday, July 28, 2021 at 6:30 pm, via Zoom teleconference
11. Adjournment

INFORMATION FOR THE PUBLIC

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans website at. Communications to the Board of Directors can be emailed to board@samtrans.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 Board and Citizens Advisory Committee Meetings

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm; SamTrans Citizens Advisory Committee (CAC): Last Wednesday of the month, 6:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC are available on the website.

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.

Public Comment

Members of the public are encouraged to participate remotely. Public comments may be submitted to publiccomment@samtrans.com prior to the meeting's call to order so that they can be sent to the Committee Chair 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.samtrans.com/about/boardofdirectors/Board_of_Directors_Calendar.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 Committee 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 94070-1306; 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 that are not exempt from disclosure pursuant to the California Public Records Act and 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.

Draft

**SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

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

May 26, 2021

MEMBERS PRESENT (Via Teleconference): M. Adler, S. Appenrodt, J. Baker (Chair), I. Chan, B. Gomez, A. Juarez, S. Johnston (Vice Chair), N. Lacsamana, A. Madrid

MEMBERS ABSENT: A. Barnes

STAFF PRESENT: A. Rivas, M. Templo, D. Olmeda, J. Brook

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair John Baker called the meeting to order at 6:32 pm led the Pledge of Allegiance.

2. ROLL CALL

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

3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Chair Baker noted that Sonny Koya had submitted a comment via email. Ms. Brook noted that she would forward it to the Committee and also include it in the Board's weekly correspondence.

4. APPROVAL OF MEETING MINUTES FROM APRIL 28, 2021

Motion/Second: Lacsamana/Johnston

Ayes: Adler, Appenrodt, Baker, Chan, Gomez, Juarez, Johnston, Lacsamana, Madrid

Noes: None

Absent: Barnes

5. PRESENTATION: SAMTRANS WEBSITE PROJECT UPDATE

Mark Templo, Web Developer, introduced Jens-Peter Jungclaussen and Eric Leland, consultants from FivePaths, LLC, who provided the presentation.

Scott Johnston said that the train and bus icons should be more exaggerated to show the difference between Caltrain and SamTrans. He asked if they have access to points of interest between stops; Mr. Jungclaussen said that they did.

Alex Madrid asked about the functionality of the phone app versus the website. He asked how they are including accessibility features. Mr. Jungclaussen said the desktop version would have the same functionality as the phone app but the layout would have more horizontal space. Mr. Templo said that both the app and desktop versions would be compliant with ADA (Americans with Disabilities Act) regulations. Mr. Leland

said that when new images are added to the site, they will be required to be accessible.

Ms. Lacsamana said that most people are primarily interested in knowing where their bus is in 10 seconds or less. Mr. Jungclaussen said that information would be available from the live map. Mr. Leland noted ways in which users could save information for frequently accessed routes.

Public Comment:

Drew said he liked the icons and the live map. He suggested allowing users to load favorite maps rather than having to zoom in each time. He also suggested incorporating icons for accessing other modes of transportation, and said that he supporting having more images that supported diversity.

Allie Juarez asked if users visiting to samtrans.com would be redirected to the new site. Mr. Templo said they were redesigning the entire site.

6. REPORT OF THE CHAIR

Chair Baker said that he had no report.

7. SAMTRANS STAFF UPDATE

Public Comment:

Adina Levin, TEAMC, submitted a written comment encouraging SamTrans to restore service and increase staffing levels in light of the easing of COVID restrictions and the availability of federal funding for transit.

Ana Rivas, Director of Bus Transportation, remarked on the shooting tragedy at VTA (Santa Clara Valley Transportation Authority) and said that the transit police were coordinating with the District's Safety and Security department to protect the Central, North Base, and South Base facilities, as well as Caltrain. She presented her report on the April 2021 bus statistics.

Ms. Lacsamana said that VTA was planning on increasing the capacity on buses and asked when SamTrans would be following suit. Ms. Rivas said they were waiting until the state officially opens on June 15 to remove capacity restrictions.

Mr. Madrid asked if operators need to wear a mask while the bus is in motion. Ms. Rivas said that operators are required to wear masks at times. He asked how school service is being provided. Ms. Rivas said they are continuously recruiting and training bus operators as school service and other service increases.

8. CAC MEMBER COMMENTS/REQUESTS

Iris Chan asked when FCX (Foster City Express) bus service would be fully reinstated. She asked if Route 295 would return to hourly service. Ms. Rivas said that they were working to adjust the timing of the FCX and were examining increasing the frequency of Route 295.

Ms. Juarez said she noticed more activity on the buses in San Mateo, and expressed hope that ridership would increase accordingly.

Ms. Lacsamana said that she had attended the South Bay and North Bay Reimagine SamTrans presentations where she learned a lot hearing other participants' perspectives.

9. SAMTRANS BOARD LIAISON REPORT

Chair Baker provided a summary of the May 5 Board meeting.

10. NEXT MEETING

Chair Baker said that the next meeting will be held Wednesday, June 30, 2021 at 6:30 pm, via Zoom teleconference.

11. ADJOURNMENT

Chair Baker called for a moment of silence to honor those VTA employees who lost their lives in the light railyard shooting that morning. The meeting adjourned at 8:03 pm in their memory and also in memory of former CAC Secretary Cindy Mamaradlo-Gumpal, who recently passed away.