



BOARD OF DIRECTORS 2023

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Agenda

Citizens Advisory Committee (CAC) Meeting

January 31, 2023, 4:30 pm

San Mateo County Transportation Authority

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to [Assembly Bill 361](#) (Government Code Section 54953).

Members, staff and the public may participate remotely via Zoom at <https://us06web.zoom.us/j/81661671711?pwd=b1Boemd4WG1wUEtrMEo3Y1cyd1ZSQ09> or by entering Webinar ID: **816 6167 1711**, Passcode: **244123** 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 <https://www.smcta.com/about-us/board-directors/video-board-directors>

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: <https://www.smcta.com/whats-happening/board-directors-calendar>

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.

January 31, 2023 – Tuesday

4:30 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call

TA Citizens Advisory Committee Members 2022: Barbara Arietta (Chair), Diana Bautista, Ivan Bucio, Ken Chin, John Fox (Vice Chair), Karen Kuklin, Sandra Lang, Jeff Londer, Gus Mattammal, Ethan Mizzi, Peter Ohtaki, Dave Reed, Mario Rendon, Mike Swire

Staff Liaison:
Heba El-Guindy, Acting Director, Program and Project Delivery

CAC Secretary:
Jean Brook

3. Public Comment for Items Not on the Agenda
Public testimony by each individual speaker shall be limited to three (3) minutes
4. New Brown Act Teleconferencing Guidelines Informational
5. Consent Calendar
- 5.a. Approval of Minutes of the CAC Meeting of January 3, 2023 Motion

TA Board Meeting Agenda for February 2, 2023

- 5.b. **TA Board Item 6.a** Adoption of Resolution Making Findings that the Proclaimed State of Emergency for COVID-19 Continues to Impact the Board's and Committees' Ability to Meet Safely in Person, and Authorizing Remote Teleconference Board and Committee Meetings to Continue Motion
- 5.c. **TA Board Item 6.c** Acceptance of Statement of Revenues and Expenditures for the Period Ending December 31, 2022 Motion
- 5.d. **TA Board Item 6.d** Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook Motion
6. **TA Board Item 6.b** Approval of Minutes of the Board of Directors Meeting of January 5, 2023 Informational
7. **TA Board Item 11.a** San Mateo 101 Express Lanes Quarterly Project Update Informational
8. **TA Board Item 12.a** Update on the Investment Portfolio and Environmental, Social, and Governance Investing Discussion by Public Trust Advisors Informational
9. **TA Board Item 13** State and Federal Legislative Update Informational
10. Report of the Chair Informational
11. Report from Staff Informational
12. 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
13. Date/Time of Next Regular Meeting: Tuesday, February 28, 2023, 4:30 pm in via Zoom teleconference and in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA
14. 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. 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

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 <https://www.smcta.com/whats-happening/board-directors-calendar> 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:

<https://www.smcta.com/whats-happening/board-directors-calendar>.

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 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.

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 3, 2023

Members Present: B. Arietta (Chair)*, I. Bucio, J. Fox (Vice Chair), R. Hedges (left at 4:56 pm),
(Via Teleconference) K. Kuklin (joined at 5:07 pm), S. Lang, J. Londer, G. Mattammal, P. Ohtaki
(joined at 4:52 pm), D. Reed (joined at 4:38 pm), M. Swire

Members Absent: D. Bautista, K. Chin, E. Mizzi, M. Rendon

Staff Present: P. Skinner, P. Gilster, A. Linehan, 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 Fox called the meeting to order at 4:36 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. Report of the Nominating Committee for 2023 Chair and Vice Chair

Rich Hedges announced the Committee's renomination of Chair Barbara Arietta and Vice Chair John Fox.

Dave Reed joined the meeting at 4:38 pm.

Motion/Second: Hedges/Lang

Ayes: Arietta, Bucio, Fox, Hedges, Lang, Londer, Mattammal, Reed, Swire

Absent: Bautista, Chin, Kuklin, Mizzi, Ohtaki, Rendon

4. Public Comment for Items Not on the Agenda

There were no comments.

5. Consent Calendar

5.a. Approval of Minutes of the CAC Meeting of November 29, 2022

TA Board Meeting Agenda for January 5, 2023

- 5.b. TA Board Item 7.a Adoption of Resolution Making Findings that the Proclaimed State of Emergency for COVID-19 Continues to Impact the Board's and Committees' Ability to Meet Safely in Person, and Authorizing Remote Teleconference Board and Committee Meetings to Continue**
- 5.c. TA Board Item 7.c Acceptance of Statement of Revenues and Expenditures for the Period Ending November 30, 2022**
- 5.d. TA Board Item 7.d Authorize the Reassignment of TA Measure Fund Source for Projects Already Awarded Highway, Grade Separation, and Bicycle and Pedestrian Program Category Funds**

Sandra Lang asked if Item 5d affected repair of potholes. Peter Skinner, Executive Officer, Transportation Authority, said the item concerned reassignment of funds between the sales tax measures and does not impact funds provided directly to cities for transportation needs, including pothole repair. Heba El-Guindy, Acting Director, Program and Project Delivery, said that staff would provide an update on monitoring the use of funds provided directly to agencies through Measures A and W.

Peter Ohtaki joined the meeting at 4:52 pm.

Rich Hedges left the meeting at 4:56 pm.

Motion/Second: Lang/Bucio

Ayes: Arietta, Bucio, Fox, Lang, Londer, Mattammal, Ohtaki, Reed, Swire

Absent: Bautista, Chin, Hedges, Kuklin, Mizzi, Rendon

6. TA Board Item 7.b Approval of Minutes of the Board of Directors Meeting of December 1, 2022

There were no comments.

7. TA Board Item 12 Adoption of 2023 Legislative Program

Amy Linehan, Government and Community Affairs Officer, outlined the changes made since the draft program was presented to the CAC in December.

Karen Kuklin joined the meeting at 5:07 pm.

Mike Swire noted that he had asked at a prior meeting if active transportation could be elevated to a similar level as public transit. Ms. Linehan said that staff had taken that feedback into consideration and has opted to keep the language very broad in advocating for multi-modal investments rather than making a more specific language change.

Ms. Lang said she hoped the broad nature of the language would allow the TA to have the authority to respond to unforeseen events when necessary. Ms. Linehan said that the program has a procedure for advocacy related to issues not specifically in the program.

Motion/Second: Lang/Bucio

Ayes: Arietta, Bucio, Fox, Kuklin, Lang, Londer, Mattammal, Ohtaki, Reed, Swire

Absent: Bautista, Chin, Hedges, Mizzi, Rendon

8. TA Board Item 13 State and Federal Legislative Update

Ms. Linehan provided a summary of federal and state legislation.

She said on the federal side, the House is still trying to elect a Speaker.

Regarding state legislative issues, Julian Viksman, Legal Counsel, outlined upcoming changes affecting the Brown Act and its implications on holding remote meetings. Mr. Viksman noted that once the state lifts the emergency health order related to the COVID-19 pandemic, public meetings covered by the Brown Act will need to be conducted in person, with limited exceptions.

Peter Ohtaki said he was concerned with the “just cause” provisions of Assembly Bill 2449 as they did not include occupations other than Board for travel, and asked if they could support the letter from the City of San Carlos to the State Legislature. Mr. Viksman said there several avenues for getting involved.

Mr. Viksman explained quorum rules to Dave Reed and Ms. Lang.

Ms. Linehan noted that the San Carlos letter was just an example of how the TA CAC could suggest their own adjustments.

9. TA Board Item 14.a Program Report: Transit - Shuttles

Jennifer Williams, Administrative Analyst II, presented an update on the performance of shuttles funded by the TA.

Mike Swire asked if the cost range was per trip, which Ms. Williams confirmed.

Vice Chair Fox said if ridership does not increase, the benchmarks need to be adjusted.

10. TA Board Item 14.b Amend the Strategic Plan 2020-2024 Measure A Local Shuttle Program Match Requirements and Evaluation Criteria to Reflect Recommendations from the Peninsula Shuttle Study

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

Ms. Lang asked what “free and open to the public” means in terms of shuttles. Mr. Gilster said community members did not need to prequalify to ride the shuttles.

Mr. Swire asked how the TA was doing regarding long-term assessment of the best use of the shuttles versus options like biking. Mr. Gilster said they rely on the sponsors to make that determination by assessing potential ridership but that is important to remember the users of the shuttles and transit may not be able to use other facilities so both options may be needed.

Vice Chair Fox said the efficient use of money could be assigned to different modalities.

Motion/Second: Reed/Bucio

Ayes: Arietta, Bucio, Fox, Kuklin, Lang, Londer, Mattammal, Ohtaki, Reed, Swire

Absent: Bautista, Chin, Hedges, Mizzi, Rendon

11. TA Board Item 15.a US 101 Express Lanes: Quarterly Update on Variable Rate Bond and Phase 1 Operations

Connie Mobley-Ritter, Director, Treasury, provided the initial presentation on TA bonds.

Gus Mattammal asked what the remarketing fees were, and Ms. Mobley-Ritter responded that it is the amount that the TA pays their investment bankers to market their bonds. She added that these bonds were issued with daily and weekly resets, so the investment bankers need to continually remarket the bonds to their customer base.

Mr. Ohtaki asked about revenue projections for the express lanes. Ms. Mobley-Ritter said that the presentation would answer some of his questions.

Lacy Vong, HNTB, provided the presentation on the Express Lanes operations.

Vice Chair Fox said he would like to see the monthly versus the daily revenue. Ms. Vong said over the last three months, the monthly revenue has been \$550,000 to \$650,000.

Mr. Ohtaki asked about cumulative numbers versus toll operations and maintenance. Ms. Vong said the numbers are from the beginning of the fiscal year.

Ivan Bucio asked if there was a breakdown of costs available. Ms. Vong said they put the estimates for the annual budget in reports to the SMCEL-JPA (San Mateo County Express Lanes Joint Powers Authority) Board. Ms. Mobley-Ritter clarified that those numbers are in the TA's monthly statement of revenues and expenses. Mr. Bucio asked if the costs would scale up when the new segment opens. Ms. Vong said the scaling up will happen on some of the variable costs but not the fixed costs.

Mr. Swire asked if the opening of the toll lanes was impacting a decrease in public transit use. Ms. Vong said one of the main objectives of the lanes was to encourage carpooling and express bus use. She said user surveys could potentially reveal reasons for usage.

Mr. Ohtaki asked if there are potential alternatives or actions that the TA and JPA can take to offset the monthly interest using toll revenues. Ms. Mobley-Ritter said they cannot yet predict what revenue increases will look like.

Vice Chair Fox asked what fraction of potential revenue are they recovering. Ms. Vong said they currently have a study on leakage for the southern segment. She said the recovery was currently at 27 percent, which includes collection of tolls plus penalties for toll violations.

12. TA Board Item 15.b Amending the Fiscal Year 2023 Budget to Increase Total Expenditures from \$166,776,919 to \$184,642,920

Ladi Millard-Olmeda, Director, Budgets and Financial Analysis, presented the staff report.

Motion/Second: Kuklin/Reed

Ayes: Arietta, Bucio, Fox, Kuklin, Lang, Londer, Mattammal, Ohtaki, Reed, Swire

Absent: Bautista, Chin, Hedges, Mizzi, Rendon

13. Report of the Chair

Chair Arietta provided a report on the quality of pavement on the County's streets and roads.

14. Report From Staff

Peter Skinner, Executive Officer, Transportation Authority, said the Executive Director's report was in the Board packet.

15. Member Comments/Requests

Chair Arietta requested that the Executive Director's report be included in the TA CAC agenda packet.

16. Date/Time of Next Regular Meeting

Vice Chair Fox announced that the next meeting would be held on Tuesday, January 31, 2023, at 4:30 pm via Zoom teleconference (additional location, if any, to be determined).

17. Adjourn

The meeting adjourned at 7:16 pm.

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



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APRIL CHAN
EXECUTIVE DIRECTOR

Memorandum

Date: January 26, 2023
To: TA Board of Directors
From: April Chan, Executive Director
Subject: Executive Director's Report

TA Staff Updates

The TA welcomes two new staff: Martin Reyes (PE and AICP) and Leslie Fong. Martin joins the TA as our first Principal Transportation Planner to provide TA technical planning assistance and support strategic planning initiatives. Martin hails from LA County where he was formerly the Transportation Deputy for Los Angeles County Supervisor Hilda Solis. Some of the first projects he will be leading include the 101/92 Mobility Hub and Smart Corridor Plan with the City of San Mateo and SamTrans, as well as the Countywide Autonomous Vehicles Strategic Plan with C/CAG. Leslie is the TA's new Financial Program Manager, filling a previously vacant position, and she will be supporting our fund management activities. Leslie has been with the District since 2006, holding various budgeting and financial analysis roles. Some of Leslie's key responsibilities will include development of the Semi-Annual Report, and compiling the Quarterly Capital Status Reports, amongst other financial related activities.

Active Transportation Program (ATP) Awards

The regional ATP recommendations were released by the Metropolitan Transportation Commission (MTC) in January 2023, and one San Mateo County project was selected: San Mateo County's Santa Cruz Avenue/Alameda de las Pulgas Complete Street project. This project was recommended for a \$5.4 million award, which fully funds the project. As a result of the ATP award, the TA may now de-program the \$4 million Pedestrian and Bicycle Program award that the Board approved for this project in December 2022 from our Call for Projects. These Measure W funds will then be returned for the next Pedestrian and Bicycle Call for Projects.

MTC One Bay Area Grant Awards

Also in January 2023, MTC released the awards for Cycle 3 of the One Bay Area Grants (OBAG) program. C/CAG coordinates and manages the OBAG process for San Mateo County.

MTC recommendations for San Mateo County include approximately \$30 million in funding for 7 projects plus \$2 million for regional planning activities. Of the awarded projects, the TA and

City of San Mateo were successful in securing \$3.3 million in construction funding for the 19th Avenue/Fashion Island Boulevard Complete Streets project. This project is part of the bundle of multi-modal projects the TA is helping to lead at the US 101/SR 92 interchange, which includes the highway safety and operations improvements and mobility hub at the existing US 101/SR 92 park and ride lot. The TA continues to work with the project partners to secure the remaining \$35.9 needed to fully fund the \$58.9 million suite of projects.