



## Agenda

### Citizens Advisory Committee (CAC) Meeting San Mateo County Transit District

The Governor has announced that the State of Emergency due to COVID-19 will be lifted on February 28, 2023. Accordingly, this Board Meeting will be held in-person at:

**San Mateo County Transit District  
Bacciocco Auditorium, 2nd Floor  
1250 San Carlos Ave., San Carlos, CA**

Members of the public also may attend the meeting via teleconference at the following locations:

**402 E. O'Keefe Street #12, East Palo Alto, CA 94303**

**8305 9th Ave Terrace NW, Bradenton, FL 34209**

Members of the public may participate remotely via Zoom at <https://samtrans.zoom.us/j/92043867620?pwd=ZHpLQnJQd0VwYWcydGJCdTNRVGd6UT09> 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.

***Please Note the following COVID-19 Protocols for in-person attendance:***

1. Visitors experiencing the following symptoms of COVID-19 may not enter the building:
  - Cough
  - Shortness of Breath
  - Fever
  - Chills
  - Muscle Pain
  - Sore Throat
  - Loss of Taste or Smell
2. Visitors must use the hands-free temperature scanners upon entry. An alert will occur and entrance will be prohibited if a person's temperature is measured at 100.4 or above.
3. Visitors must show proof of COVID-19 vaccination or a negative COVID-19 PCR test (with results obtained within last 7 days). Masks will be required for visitors who do not show proof of full vaccination (defined as two weeks after the second dose in a two-dose series, such as for the Pfizer-BioNTech and Moderna vaccines, or two weeks after a single dose of the J&J/Janssen vaccine)

**Public Comments:** Public comments may be submitted to [publiccomment@samtrans.com](mailto:publiccomment@samtrans.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.samtrans.com/meetings>.

**SamTrans Citizens Advisory Committee Members 2023:** Mary Adler, Steve Appenrodt, John Baker, Christopher Carey (Vice Chair), Bob Gomez, Scott Johnston, Allie Juarez, Nancy Lacsamana, Michelle Lewis, Alex Madrid (Chair), Meredith Park, Denise Seibert

**Staff Liaison:** Ana Rivas, Director, Bus Transportation

**CAC Secretary:** Jean Brook

Oral public comments will also be accepted during the meeting in person and through Zoom\* or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM. Participants using Zoom over the Internet should 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.

Each public comment is limited to three minutes or less. The CAC Chair has 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.

The video live stream will be available after the meeting at:  
<https://www.samtrans.com/about-samtrans/video-board-directors-cac>.

**Wednesday, March 29, 2023**

**6:30 pm**

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1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Public Comment for Items Not on the Agenda  
*Comments by each individual speaker shall be limited to three (3) minutes. Items raised that require a response will be deferred for staff reply.*
4. Approval of Meeting Minutes from January 25, 2023 and February 22, 2023
5. Presentation: Employee Recognition – Ana Rivas, Director, Bus Transportation
6. Report of the Chair
7. SamTrans Staff Update
8. CAC Member Comments/Requests
9. SamTrans Board Liaison Report – John Baker
10. Date and Time of Next Meeting: Wednesday, April 26, 2023 at 6:30 pm, via Zoom teleconference and in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA.
11. Adjourn

## Information for the Public

If you have questions on the agenda, please contact the CAC Secretary at 650-508-6223. Agendas are available on the SamTrans website at <https://www.samtrans.com/meetings>. Communications to the CAC can be emailed to [cacsecretary@samtrans.com](mailto:cacsecretary@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**

This meeting will be held in person at: San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Members of the public may attend in-person or participate remotely via Zoom as per the information provided at the top of the agenda.

\*Should Zoom not be operational, please check online at: <https://www.samtrans.com/meetings> for any updates or further instruction.

### **Public Comment**

Members of the public may participate remotely or in person. Public comments may be submitted by comment card in person and given to the CAC Secretary. Prior to the meeting's call to order, public comments may be submitted to [publiccomment@samtrans.com](mailto:publiccomment@samtrans.com) 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.samtrans.com/meetings>.

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 three minutes and one per person PER AGENDA ITEM. Each online commenter will be automatically notified when they are unmuted to speak. 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**

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](mailto: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.

**San Mateo County Transit District  
1250 San Carlos Avenue, San Carlos, California**

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

**January 25, 2023**

**Members Present (Via Teleconference):** M. Adler, S. Appenrodt, J. Baker, C. Carey (Vice Chair), B. Gomez (left at 6:49 pm), S. Johnston, N. Lacsamana, M. Lewis, A. Madrid (Chair), M. Park, D. Seibert

**Members Absent:** A. Juarez

**Staff Present:** A. Rivas, T. Dubost, M. Louie, M. Tolleson, J. Brook

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

Chair Meredith Park called the meeting to order at 6:31 pm and led the Pledge of Allegiance.

**2. Roll Call**

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

**3. Report of the Nominating Committee for 2023 Chair and Vice Chair**

On behalf of the Nominating Committee, John Baker proposed Alex Madrid as Chair and Chris Carey as Vice Chair for 2023.

Nancy Lacsamana provided a brief account of Mr. Madrid's education and background working with people with disabilities.

Motion/Second: Baker/Seibert

Ayes: Adler, Appenrodt, Baker, Carey, Gomez, Johnston, Lacsamana, Lewis, Madrid, Park, Seibert

Noes: None

Absent: Juarez

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

There were no comments.

## **5. Approval of Meeting Minutes from November 30, 2022**

Motion/Second: Park/Lewis

Ayes: Adler, Appenrodt, Baker, Carey, Gomez, Johnston, Lacsamana, Lewis, Madrid, Park, Seibert

Noes: None

Absent: Juarez

## **6. Presentation: 2022 Title VI Program Update**

Michelle Louie, Title VI & Social Equity Administrator, provided the presentation.

*Bob Gomez left the meeting at 6:49 pm.*

Scott Johnston asked as part of Title VI, have they looked at the ability to get across the County for educational purposes conveniently using transit. Ms. Louie said that would fall outside the purview of Title VI, which covers race, ethnicity, and low income.

Ms. Lacsamana said for students that fall within the Title VI – are students are categorized within Title VI. Ms. Louie said all of the data goes across all age groups and does not filter out students specifically.

Ms. Park asked how significant a route change needs to be to trigger a Title VI analysis. Ms. Louie said yes, if there is a major service change involved. She said that Title VI also impacts how outreach to the community is carried out.

Mr. Baker asked if the planners had contacted the office of civil rights prior to stop consolidation. Ms. Louie said they are looking into how to gather feedback from residents affected by any change of stop locations. He asked how they contact community-based organizations. Ms. Louie said they have hired a new staffer and are still looking to the best way to do the outreach.

Chair Alex Madrid asked if there were any studies on services to accommodate people with disabilities. Ms. Louie said they do not track the disabled and senior populations separately in their demographic analysis.

## **7. Report of the Chair**

Chair Madrid said he had no report. He thanked the CAC for electing him as Chair.

## **8. SamTrans Staff Update**

Ana Rivas, Director of Bus Transportation, reviewed the most recent performance statistics and employees of the month.

Michelle Lewis asked what the follow-up was at the Serramonte Center accident. Ms. Rivas said it was still under investigation, but that there were no serious injuries.

Ms. Park asked if there were a lot of changes in the February runbook. Ms. Rivas said there were just minor adjustments to improve on time performance but no major changes.

Chair Madrid asked if there were any thoughts on restarting the ECR Rapid route. Ms. Rivas said it was not currently part of the Reimagine implementation but it may possibly be restarted in the future.

#### **9. CAC Member Comments/Requests**

Ms. Park asked if metrics included capacity of the vehicles. Ms. Rivas said they conduct analysis on underperforming routes

Mr. Johnston noted that awhile back, he had mentioned a rear door on a bus was blocked by boxes of newspapers and that the problem had since been resolved.

Mr. Baker said regarding shelters that they could be justified due to climate and not just ridership.

Ms. Lacsamana suggested that CAC members reach out to the Board members that represent their local cities to encourage their constituents to join the CAC.

#### **10. SamTrans Board Liaison Report**

Meredith Park provided a summary of the December 7 and January 4 Board meetings. She asked if anyone else would like to volunteer to provide the Board liaison report going forward. Mr. Baker offered to provide the liaison report starting with the March 29 meeting.

#### **11. Date and Time of Next Meeting**

Chair Madrid said that the next meeting will be held Wednesday, February 22, 2023 at 6:30 pm via Zoom teleconference. He asked Ms. Brook if there was an update on when in-person meetings would resume. She said that Board and committee members would likely be required to meet in person with some exceptions for teleconferencing beginning in March.

#### **12. Adjourn**

The meeting adjourned at 7:32 pm.

**San Mateo County Transit District  
1250 San Carlos Avenue, San Carlos, California**

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

**February 22, 2023**

**Members Present (Via Teleconference):** M. Adler, J. Baker, C. Carey (Vice Chair), D. Seibert

**Members Absent:** S. Appenrodt, B. Gomez, A. Juarez , S. Johnston, M. Lewis, N. Lacsamana, A. Madrid (Chair), M. Park

**Staff Present:** T. Dubost, D. Olmeda, J. Brook

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

Vice Chair Chris Carey called the meeting to order at 6:39 pm and led the Pledge of Allegiance.

**2. Roll Call**

CAC Secretary Jean Brook called the roll and noted that while a quorum was not present, the members wished to hear the informational items in the meeting.

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

There were no comments.

**4. Approval of Meeting Minutes from January 25, 2023**

Due to lack of a quorum, the item was continued to the March 29 meeting.

**5. Presentation: Accessibility Features of SamTrans Buses and Service Features for People with Disabilities**

Tina Dubost, Manager, Accessible Transit Services, provided the presentation on the various features to accommodate riders with various types of disabilities on fixed-route buses.

Denise Seibert asked if there is limit to the number of passengers a bus has. Ms. Dubost said that a 40-foot bus can accommodate 10 standees at the operator's discretion. John Baker thanked her for the presentation.

**6. Report of the Chair**

Vice Chair Carey said he had no report.

## **7. SamTrans Staff Update**

Ms. Dubost reviewed the January performance statistics and employees of the month.

She said that ridership is continuing to increase and they are currently at 70 percent of pre-COVID levels. She noted that there was only one DNO (Did Not Operate) for the month. She noted the operator and maintenance employees of the month for each of the bases and said that the Employee of the Year would be announced at the March 1 Board meeting.

Mr. Baker said he was impressed by the reduction in DNOs over the years and by the 79 percent on-time performance during a month with a lot of bad weather. Vice Chair Carey also noted the number of DNOs had dropped significantly from the time he joined the CAC in May 2022.

## **8. CAC Member Comments/Requests**

There were no comments or requests.

## **9. SamTrans Board Liaison Report**

Ms. Brook provided a summary of February 1 Board meeting.

## **10. Date and Time of Next Meeting**

Vice Chair Carey said that the next meeting will be held Wednesday, March 29, 2023 at 6:30 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.

## **11. Adjourn**

The meeting adjourned at 7:04 pm.