



BOARD OF DIRECTORS 2021

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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=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. 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, FEBRUARY 24, 2021 – 6:30 pm

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

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

3. Public Comment for Items Not on the Agenda
Public testimony by each individual speaker shall be limited to three (3) minutes
4. Approval of Meeting Minutes from January 27, 2021
5. Presentation: 101 Express Lanes Project Update – Amy Linehan, Public Affairs Specialist
6. Presentation: Reimagine SamTrans Update – Christy Wegener, Director of Planning
7. Report of the Chair
8. SamTrans Staff Update – Ana Rivas
9. CAC Member Comments/Requests
10. SamTrans Board Liaison Report – John Baker
11. Next Meeting: Wednesday, March 31, 2021 at 6:30 pm, via Zoom teleconference
12. 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

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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.

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

CITIZENS ADVISORY COMMITTEE (CAC) MEETING MINUTES

January 27, 2021

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

MEMBERS ABSENT: A. Barnes (Chair)

STAFF PRESENT: A. Rivas, D. Olmeda, J. Castellanos, J. Epstein, K. Shanks, E. Silvas, J. Brook

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice Chair John Baker 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. A quorum was present.

3. REPORT OF THE NOMINATING COMMITTEE FOR 2021 CHAIR AND VICE CHAIR

On behalf of the 2021 Chair and Vice Chair Nominating Committee, Nancy Lacsamana introduced the nominees for Chair and Vice Chair, who stated why they wanted to serve: John Baker (Chair), Scott Johnston (Vice Chair), and Alex Madrid (Chair or Vice Chair).

The CAC members voted to elect Mr. Johnston as Vice Chair.

Ayes: Appenrodt, Baker, Gomez, Juarez, Lacsamana

Noes: Adler, Chan

Abstentions: Johnston, Madrid

Absent: Barnes

The CAC members voted to elect Mr. Baker as Chair.

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

Noes: None

Abstentions: Baker, Madrid

Absent: Barnes

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

There were no comments.

5. APPROVAL OF MEETING MINUTES FROM NOVEMBER 18, 2020

Motion/Second: Johnston/Madrid

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

Noes: None

Absent: Barnes

6. REPORT OF THE CHAIR

Vice Chair Baker thanked Andrew Barnes for his leadership in 2020. He requested that the CAC members submit any topics that they would like to see presented.

7. SAMTRANS STAFF UPDATE

Ana Rivas, Director of Bus Transportation, provided the following report on the most recent bus statistics and the award programs for bus operators.

Ridership:

The total bus ridership (including weekends) for the month of Dec 2020 declined by (58.9%), percent compared to last year, Dec 2019.

The average weekday bus ridership declined by (-60%), percent in the month of December 2020 compared to December 2019.

With the shelter-in-place and continuing COVID restrictions in San Mateo County, ridership continued to decrease and is significantly lower compared to last year.

OTP:

We exceeded our On-Time Performance goal of 85% at 87.35% for the month of December.

DNO:

There were 3 DNO schedules in the month of December. 1 from North Base and 2 from CUB.

Summary of Employee Recognition Program:

The Employee Recognition Program is under the guidelines of the Employee Recognition Program SOP.

OOMs:

OOMs are selected from both North and South base by nominations from fellow Operators and Supervisors. To qualify, OOMs must have:

- One year of continuous employment with their department
- Must meet all attendance criteria
- Must not have any disciplinary or suspensions.

OOMs receive:

- Preferred parking in the Operator of the Month parking space for the month of June.
- \$75 Gift Certificate

- Awards Program Luncheon (during non-COVID times)
- Display of your photograph at your assigned Base
- Presentation of a personalized wall plaque - at the luncheon
- Operator of the Month patches for your uniform
- Automatic entry as a candidate for the Operator of the Year Award

OOY:

The Ooy is selected from the list of OOMs and must meet the same criteria as the OOM for the entire year. In addition to the same awards, the Ooy receive:

- A \$1,500.00 monetary award
- A Wall mount clock
- Press release to local news media.
- Recognition in the SamTrans newsletter and by the Board of Directors.
- Ooy photograph posted at all facilities and portrait posted aboard SamTrans buses.
- An opportunity to represent the District at media functions.

PERFECT ATTENDANCE:

Perfect Attendance is awarded on a quarterly basis to Operators that have perfect attendance with no sick days, miss-outs or drops. The awards are as follows:

- 1st Quarter \$25
- 2 Quarters \$50
- 3 Quarters \$75
- 4 Quarters \$100

In a normal year, there would be 20 to 25 Operators with Perfect Attendance. This year, we saw a significant drop with just 16 Operators with Perfect Attendance in 2020.

SAFETY AWARDS:

Since the beginning of the pandemic, our Bus Operators have been committed in serving our customers and the District. They continue to be in the forefront in getting our passengers and other essential workers to their destination in a timely and safe manner. In appreciation to our operators and to celebrate their continuing safe performance, we awarded 20 Operators from each base with a \$50 gift card and provided every operator with a boxed lunch and various safety gifts such as masks and hand sanitizers.

IMAD:

"I Make a Difference Award" Bus Operators are surprised while en route in front of their passengers by their Manager presenting them an award to recognize good performance.

Ms. Rivas shared a video on the unveiling of a mural at North Base that had been created by one of the bus operators.

Mr. Madrid asked if one operator from each base was eligible to receive gift cards. Ms. Rivas responded that they had raffled 20 \$50 gift cards in December to recognize dedication to SamTrans customers during the pandemic.

Mr. Johnston asked what the backdrop of the bus might be like. Ms. Rivas responded that it likely includes what is iconic in San Carlos.

Iris Chan and Bob Gomez commented on the positive performance of individual bus drivers.

Mary Adler said it was uplifting when someone shares their special talents with their coworkers. Ms. Juarez said she was inspired by the mural. She suggested doing outreach to the City of South San Francisco or the Chamber of Commerce. Ms. Rivas said they would reach out to the City.

Chair Baker asked if the ridership had passed its lowest point and was on the rise. Ms. Rivas said that ridership was expected to increase with the introduction of the COVID vaccine.

8. CAC MEMBER COMMENTS/REQUESTS

Mr. Gomez said he was hopeful for the end of the pandemic.

Ms. Juarez, Ms. Adler, and Ms. Chan said that they still were not riding the buses due to working from home. Mr. Appenrodt said he looked forward to when he could ride the bus again.

Vice Chair Johnston said he was looking forward to getting vaccinated and seeing people in person.

Ms. Lacsamana congratulated Mr. Madrid for being appointed to the Measure W Citizens Oversight Committee (COC). Chair Baker requested that he might provide a brief monthly update. Mr. Madrid said that the COC had not yet scheduled a time to meet.

Chair Baker said that he had ridden the bus several times and was pleased with the adherence to social distancing measures. He asked if Route 398 was still providing service to the San Francisco International Airport. She responded that it was but likely with a significant drop in ridership; she said that she would provide him with specific information offline.

9. SAMTRANS BOARD LIAISON REPORT

Vice Chair Baker provided a brief update on the Board's January 6 meeting. He noted that Jeff Gee had rejoined the Board and that Charles Stone was now Chair.

10. NEXT MEETING

Chair Barnes said that the next meeting will be held Wednesday, February 24, 2021 at 6:30 pm, via Zoom teleconference.

11. ADJOURNMENT

The meeting adjourned at 7:21 pm.