

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY
1250 SAN CARLOS AVENUE, SAN CARLOS, CA 94070
MINUTES OF FEBRUARY 4, 2021**

MEMBERS PRESENT: E. Beach (Chair), D. Horsley, J. Mates, R. Medina (Vice Chair), C. Romero
Via
Teleconference

MEMBERS ABSENT: Groom

STAFF PRESENT: J. Hartnett, C. Mau, A. Chan, M. Bouchard, J. Hurley, J. Cassman, S. van Hoften, D. Hansel, P. Gilster, P. Skinner, K. Yin, H. Beckford, A. Linehan, J. Brook, D. Seamans

1. CALL TO ORDER

Chair Emily Beach called the meeting to order at 5:00 pm.

2. SWEARING-IN

a) San Mateo County Transit District Representative for a Term Ending 12-31-2022

Chair Beach said the item would be continued to the March 4 meeting.

3. ROLL CALL/PLEDGE OF ALLEGIANCE

Ms. Seamans confirmed that a quorum was present.

Chair Beach led the Pledge of Allegiance.

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

5. REPORT OF THE CITIZENS ADVISORY COMMITTEE

Chair Beach noted that the report was in the packet.

6. CONSENT CALENDAR

- a) Approval of Minutes of the Board of Directors Meeting of January 7, 2021**
- b) Acceptance of Statement of Revenues and Expenditures for the Period Ending December 31, 2020**
- c) Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Period Ending December 31, 2020**
- d) Amendment of the Fiscal Year 2021 Budget to Increase Total Expenditures from \$212,055,740 to \$212,239,942**

Chair Beach pulled Items #6a and 6b off the Consent Calendar.

The Board approved Items #6c and 6d:

Motion/Second: Medina/Mates

Ayes: Beach, Horsley, Mates, Medina, Romero

Noes: None

Absent: Groom

Chair Beach requested the following amendment to Page 6 of 7 of the minutes:

- *Getting pipeline projects shovel-ready.* She noted that the Board has a deep commitment to pipeline projects and getting them as close to shovel-ready as possible. She expressed concern about ~~getting~~ [having sufficient funding for projects like South San Francisco, San Bruno, Ravenswood, and Whipple](#) ~~closer to being available for funding~~ [because they are farther behind in the grade separation pipeline.](#)

The Board approved the minutes (Item #6a) as amended:

Motion/Second: Romero/Medina

Ayes: Beach, Horsley, Mates, Medina, Romero

Noes: None

Absent: Groom

Derek Hansel, Chief Financial Officer, noted that sales tax revenue has held up well in San Mateo County based on actual receipts through October 2020.

The Board approved Item #6b:

Motion/Second: Medina/Romero

Ayes: Beach, Horsley, Mates, Medina, Romero

Noes: None

Absent: Groom

7. REPORT OF THE CHAIR

Chair Beach noted that she had followed up with staff regarding items that were raised at the January 7 Board meeting discussion on the 25th Avenue Grade Separation project.

a) Resolution of Appreciation for Karyl Matsumoto

Chair Beach noted that former Director Karyl Matsumoto was a 23-year veteran of the South San Francisco City Council in addition to having served on the TA for 13 years. Director Don Horsley commented on how thorough former Director Matsumoto was and praised her advocacy of the northern part of the County. Director Julia Mates thanked former Director Matsumoto for her mentorship and grasp of the bigger picture. Director Carlos Romero praised her political and policy acumen. Vice Chair Rico Medina noted her wealth of knowledge.

Jim Hartnett, Executive Director, commended her passion for public service.

Public Comment:

Rich Hedges noted former Director Matsumoto's support for working people in South San Francisco and looked forward to her continued involvement in local community affairs.

Chair Beach acknowledged former Director Matsumoto's role as a great historian, trailblazer, and tireless community advocate.

Motion/Second: Horsley/Romero

Ayes: Beach, Horsley, Mates, Medina, Romero

Noes: None

Absent: Groom

b) Report on the Short-Range Highway Plan Ad Hoc Committee Meeting of January 22, 2021

Director Don Horsley provided a report-out of the Short-Range Highway Plan (SRHP) Ad Hoc Committee where they presented findings from multiple milestone deliverables and noted that the plan is approximately halfway completed.

8. SAN MATEO COUNTY TRANSIT DISTRICT LIAISON REPORT

Mr. Hartnett said that the report was posted on the website.

9. JOINT POWERS BOARD LIAISON REPORT

Mr. Hartnett said that the report had been posted to the website. He said that JPB Chair Dev Davis made reference to the Governance Process Ad Hoc Committee and full-board workshops. He said the JPB had retained a consultant to interview stakeholders in the process. He noted that he and Michelle Bouchard, Chief Operating Officer/Rail, and future Acting Executive Director of Caltrain, had met with the JPB Board several times to discuss goals.

Director Horsley expressed his concerns with the governance committee and future communications between SamTrans and the JPB.

10. REPORT OF THE EXECUTIVE DIRECTOR

Mr. Hartnett said that his report was in the packet.

11. PROGRAM

a) San Mateo 101 Express Lanes Quarterly Project Update

April Chan, Chief Officer, Planning, Grants/Transportation Authority, introduced Leo Scott, Co-Project Manager, Gray-Bowen-Scott, who provided the presentation. He noted an incidence of COVID-19 within the work crew and a spill incident on the freeway of base material that was due to an equipment malfunction. He noted that videos are available at 101express.com that outline the progress on the project. He announced an upcoming roadshow for business, labor, and advocacy groups.

Director Romero said he wanted to know how the risk analysis numbers are calculated. Ms. Chan said she would contact Mr. Scott to arrange an opportunity to discuss the calculations offline.

b) South San Francisco Caltrain Station Improvement Project Update

Ms. Chan said that TA staff wanted to update the Board on a more regular basis. She said they wanted to outline the risks associated with the project.

Michelle Bouchard, Chief Operating Officer, Rail, provided a background on the project. She said that it replaces the existing station with a new station that can be

accessed in a grade-separated fashion via a tunnel. She noted that this is the last project to go forward without prior relocation of utilities.

Howard Beckford, Senior Project Manager, provided the presentation. He reviewed the current risks, including contractor delays. He said they would update the Board in March. He said a few subcontractor crew members had contracted COVID-19, which impacted productivity.

Director Romero commended the comprehensiveness of the report and said he appreciated hearing about how the risks would be mitigated.

Director Mates asked if any funding would be coming from the Caltrain category, which Ms. Bouchard confirmed. She requested a project update at the March Board meeting.

Vice Chair Medina said he was eager to get another update in March with more detail on the project recovery schedule.

Ms. Chan said that the project had initially received federal funding but due to eligibility requirements, it had to be exchanged with TA funding that had been part of the electrification project.

Director Romero said he praised the project design for its efficiency and wanted the TA to continue to watch the budget.

Chair Beach proposed having a conversation about the Caltrain funding bucket at the next Board meeting.

12. FINANCE

a) Approval of Procurement Policy

Kevin Yin, Director, Contracts and Procurement, provided the staff report.

Director Romero asked about the best value process, noting that it appeared to be subjective. Mr. Yin said they looked at more than just the cost itself. He said that one of the criteria is the qualifications for successfully completing the project.

Mr. Hansel said they establish the criteria before they receive the proposals. He said that the weighted criteria are noted in the RFP (Request for Proposal). Director Romero said he was concerned about a purchase order being created after the contract negotiation. Mr. Hansel said that in this case, the purchase order does not apply because there was not a competitive process.

Motion/Second: Horsley/Mates

Ayes: Beach, Horsley, Mates, Medina, Romero

Noes: None

Absent: Groom

13. STATE AND FEDERAL LEGISLATIVE UPDATE AND APPROVAL OF LEGISLATIVE PROPOSALS: SUPPORT ACA 1

Amy Linehan, Public Affairs Specialist, briefly summarized recent federal updates, which included the swearing in of President Joe Biden and Vice President Kamala Harris, federal mask mandate, and mask-wearing on airplanes and public transit. She shared highlights of President Biden's proposed initial COVID relief plan, which includes \$20 billion for transit agencies.

She said on the state level, new bills are being introduced with a deadline of February 19. She said the state budget proposed by the Governor shows increases in key state funding programs.

She said that they were requesting Board support of the Assembly Constitutional Amendment (ACA) 1 regarding local government financing, affordable housing and public infrastructure, and voter approval threshold.

Motion/Second: Romero/Horsley

Ayes: Beach, Horsley, Mates, Medina, Romero

Noes: None

Absent: Groom

14. REQUESTS FROM THE AUTHORITY

Chair Beach asked for a director volunteer to represent the TA on the C/CAG (City/County Association of Governments of San Mateo County) board.

15. WRITTEN COMMUNICATIONS TO THE AUTHORITY

Chair Beach noted that the correspondence was available on the website.

16. DATE/TIME OF NEXT REGULAR MEETING

Chair Beach announced that the next meeting would be on Thursday, March 4, 2021 5:00 pm, via Zoom teleconference.

17. REPORT OF LEGAL COUNSEL

Ms. Cassman said that there was nothing to report.

18. ADJOURN

The meeting adjourned at 7:05 pm.

An audio/video recording of this meeting is available online at www.smcta.com. Questions may be referred to the Authority Secretary's office by phone at 650.508.6242 or by email to board@smcta.com.