



**BOARD OF DIRECTORS 2023**

RICO E. MEDINA, CHAIR  
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MARK NAGALES

APRIL CHAN  
EXECUTIVE DIRECTOR

## Agenda

### Citizens Advisory Committee (CAC) Meeting

**September 5, 2023, 4:30 pm**

**Amended 8-31-2023, approx. 6 PM**

Bacciocco Auditorium, 2nd Floor  
1250 San Carlos Ave., San Carlos, CA

Members of the public may attend in-person or participate remotely via Zoom at <https://us06web.zoom.us/j/81661671711?pwd=blBoemd4WGJwUEtrMEo3Y1cydlZSQTO9> 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.

***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. Wearing of masks is recommended but not required.

**Public Comments:** Public comments may be submitted to [publiccomment@smcta.com](mailto:publiccomment@smcta.com) prior to the meeting's call to order so that they can be sent to the Committee 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 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. 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.

**TA Citizens Advisory Committee Members 2023:** Barbara Arietta (Chair), Doug Bojack, Ivan Bucio, Ken Chin, John Fox (Vice Chair), Karen Kuklin, Sandra Lang, Jeff Londer, Gus Mattammal, Peter Ohtaki, Mike Swire

**Staff Liaison:**  
Peter Skinner, Executive Officer, Transportation Authority

**CAC Secretary:**  
Jean Brook

Each public comment is limited to 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.

The video live stream will be available during or after the meeting at <https://www.smcta.com/about-us/board-directors/video-board-directors>.

**Tuesday, September 5, 2023 – Amended 8-31-2023, approx. 6 PM**

**4:30 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*
4. Consent Calendar
  - 4.a. Approval of Minutes of the CAC Meeting of August 1, 2023 Motion

**TA Board Meeting Agenda for September 7, 2023**

- 4.b. **TA Board Item 5.b** Acceptance of Statement of Revenues and Expenditures for the Period Ending July 31, 2023 Motion
- 4.c. **TA Board Item 5.c** Acceptance of Capital Projects Quarterly Status Report for 4th Quarter Fiscal Year Motion
- 4.d. **TA Board Item 5.d** Deprogramming and Deallocation of Three Pedestrian and Bicycle Program 2022 Cycle 6 Projects Motion
- 4.e. **TA Board Item 5.e** Program and Allocate \$9,650,560 in Measure A Funds to the San Mateo County Transit District for the SamTrans Paratransit Program and Caltrain Motion
5. Brown Act and CAC Role Orientation Informational
6. **TA Board Item 5.a** Approval of Minutes of the Board of Directors Meeting of August 3, 2023 Informational
7. **TA Board Item 10.a** 101 Corridor Connect Program Update Informational
8. **TA Board Item 10.b** 101/92 Mobility Hub and Smart Corridor Concept Plan Progress Update Informational
9. **TA Board Item 11** State and Federal Legislative Update Informational
10. **TA Board Item 15.a** Approval of Policy for Settlement of General Liability Claims Motion
11. Report of the Chair Informational
12. Report from Staff Informational

13. 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*

14. Date/Time of Next Regular Meeting: Monday, October 3, 2023, 4:30 pm

*The meeting will be accessible via Zoom teleconference and/or in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Please see the meeting agenda for more information.*

15. 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 <https://www.smcta.com/whats-happening/board-directors-calendar>. Communications to the Board of Directors can be emailed to [board@smcta.com](mailto:board@smcta.com). *Free translation is available; Para traducción lláma 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**

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.smcta.com/whats-happening/board-directors-calendar> 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@smcta.com](mailto: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 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>.

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### **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](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, 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**

**August 1, 2023**

**Members Present:** B. Arietta (Chair), D. Bojack, I. Bucio, J. Fox (Vice Chair) (left at 6:14 pm),  
**(In Person)** K. Kuklin, G. Mattammal, P. Ohtaki (arrived at 5:00 pm), M. Swire

**Members Present:** None  
**(Via Teleconference)**

**Members Absent:** K. Chin, S. Lang, J. Londer

**Staff Present:** P. Skinner, C. Mobley-Ritter, A. Linehan, J. Brook

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

Chair Barbara Arietta called the meeting to order at 4:33 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. Public Comment for Items Not on the Agenda**

There were no comments.

**4. Consent Calendar**

**4.a. Approval of Minutes of the CAC Meeting of May 30 2023**

**TA Board Meeting Agenda for August 3, 2023**

**4.b. TA Board Item 5.b Acceptance of Statement of Revenues and Expenditures for the  
Period Ending May 31, 2023**

**4.c. TA Board Item 5.d Acceptance of Quarterly Investment Report and Fixed Income Market  
Review and Outlook**

**4.d. TA Board Item 5.e Authorize the Request for Allocation of \$2 Million in Regional  
Measure 3 Funding for the US 101/ State Route 92 Direct Connector Project**

Motion/Second: Fox/Bucio

Ayes: Arietta, Bojack, Bucio, Fox, Kuklin, Mattammal, Swire

Absent: Chin, Lang, Londer, Ohtaki

**5. TA Board Item 5.a Approval of Minutes of the Board of Directors Meeting of June 1, 2023**

There were no comments.

**6. TA Board Item 5.c Information on Statement of Revenues and Expenditures for the Period Ended June 30, 2023**

Jeannie Chen, Manager, Budgets, said that staff is still working on the year end audit, which would be on the agenda for the October TA Board meeting.

**7. TA Board Item 11.a US 101 Express Lanes: Quarterly Update on Variable Rate Bond and Operations**

Connie Mobley-Ritter, Director of Treasury, provided the presentation on the variable rate bond, showing that it is the most effective and least cost-intensive way of funding the \$100 million loan.

Mike Swire asked how much the bonds added to the \$581 million total project cost. Peter Skinner, Executive Officer, Transportation Authority, said that \$581 million was the total project cost.

Vice Chair John Fox said that contractually some payments are due on certain dates and does the TA have the liquidity to make the payments on those dates. Ms. Mobley-Ritter said they had allowed a three-year-plus runway.

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

*Peter Ohtaki arrived at 5:00 pm.*

Gus Mattammal asked why the other agency costs of 22 percent were so high and if they would continue to be high going forward. Ms. Vong noted that the percentage represented mainly overhead and other fixed costs and was likely to remain stable, although the ratio between revenues and expenses may change. He asked if the revenue was allocated for a certain purpose. Ms. Mobley-Ritter said when the TA originally issued the bonds, the intent was to get enough of a runway and revenue stream that the JPA would be able to take responsibility for their own debt and use the revenues to the best benefit of the County. Ms. Vong said after that process, the TA has to have an expenditure plan and bring that before the Board. Mr. Mattammal asked if they would do a presentation on the metrics to gauge the success of the initiative, and Ms. Vong said they could do so at a future CAC meeting.

Mr. Swire asked if the revenues were going to increase going forward. Ms. Vong said they expect revenue to increase as there was still capacity in the lane and motorists will continue to get the speed and time benefit of using the lane. She added that the non-financial metric would be congestion relief.

Vice Chair Fox said he would like to see a metric about solo drivers versus three-plus in vehicles. He suggested that the more we can document for the public to improve public acceptance. Ms. Vong said the suggestions from the CAC were helpful in suggesting what data needs to be collected to impact future policy and to manage congestion.

Ivan Bucio asked why they tracked other agencies' costs separately. Ms. Vong said those are actual operating and administrative costs, which are essentially expenses. Mr. Bucio noted that more than 50 percent of the revenue is being used to maintain the system. Ms. Mobley-Ritter responded that the infrastructure expenses are expected to go down as revenue increases.

Peter Ohtaki asked if the TA had learned from Alameda County about post-pandemic versus pre-pandemic congestion levels on I-880. Ms. Mobley-Ritter said they do not have the comparison data yet.

Chair Arietta expressed concerns regarding the expenditures for the CHP (California Highway Patrol) to provide toll enforcement. Ms. Mobley-Ritter said since they have only been in operation for less than a year and dealing with some new vendors. Ms. Vong said the toll enforcement is an overtime duty for the CHP. Chair Arietta asked how many CHP officers are working per shift, and Ms. Vong said they would get back to her on that metric.

#### **8. TA Board Item 11.b First Amendment to Reimbursement Agreement to Extend Expiration Date of Letter of Credit Supporting the \$100 Million Variable Rate Bonds**

Ms. Mobley-Ritter presented the staff report. She said that since they issued the bonds, the interest rates have increased.

Mr. Ohtaki asked if the amendment was related to the variable rate. Ms. Mobley-Ritter said the letter of credit allowed the TA to increase their agency rating, increasing the bonds' marketability.

Motion/Second: Bucio/Kuklin

Ayes: Arietta, Bojack, Bucio, Fox, Kuklin, Mattammal, Ohtaki, Swire

Absent: Chin, Lang, Londer

#### **9. TA Board Item 11.c Approval and Ratification of the Fiscal Year 2024 Transportation Authority Insurance Program**

Ryan Hinchman, Director, Financial Planning and Analysis, presented the staff report.

Motion/Second: Bojack/Bucio

Ayes: Arietta, Bojack, Bucio, Fox, Kuklin, Mattammal, Ohtaki, Swire

Absent: Chin, Lang, Londer

#### **10. TA Board Item 12 State and Federal Legislative Update**

Amy Linehan, Government Affairs Officer, provided a summary of federal and state legislation.

She said the House would be in recess until September 12 and the Senate would be in recess until September 5. She said the House only passed on of their appropriations bills. She said the Senate has not yet passed any appropriations bills. She said there is not a clear plan to get the bills over the finish line. She said a CR (continuing resolution) may be necessary if no bills are passed before the deadline of September 30. She noted several leadership changes in the Senate.

Chair Arietta said that the transportation trailer bill is a point of contention for LA Metro (Los Angeles County Metropolitan Transportation Authority) because it would remove that agency's control over its budget and put it under the control of the State. She requested that staff provide more information about the bill's impact on the TA, and Ms. Linehan said she would get back to her.

Mr. Ohtaki asked if the TA is monitoring the breakdown of what funds go to operations versus capital improvements. Ms. Linehan said SamTrans and Caltrain balance where they apply funds for operational and capital needs. Mr. Skinner noted the TA does not have any control over how the transit operators invest the funds, but SamTrans and Caltrain are working closely with MTC (Metropolitan Transportation Commission).

Mr. Swire asked about the earmark from Kevin Mullin, and Ms. Linehan confirmed it was for the 19<sup>th</sup> Avenue Fashion Island Boulevard Bike Path project.

### **11. Report of the Chair**

Chair Arietta noted that public transportation use went up to record levels by fans attending the Taylor Swift performances on the weekend of July 28-29. She said the San Mateo County Civil Grand Jury released a report on July 10, 2023 regarding making bicycling safer in the County. She said the report details the measures that each municipality in the County is taking.

Chair Arietta noted that Caltrain held an electric train preview event on Saturday, July 29 at the San Jose Diridon Station.

### **12. Report From Staff**

Mr. Skinner said the report was in the packet. He summarized his experience in a ride-along with a CHP officer patrolling the Express Lanes. He noted the majority of people who were pulled over for express lanes toll violations were driving electric vehicles. Chair Arietta expressed her concern that the officers were paid overtime for their Express Lanes patrolling duties and suggested having a dedicated enforcement team. Mr. Skinner noted express lanes enforcement throughout the state is conducted on an overtime basis. Mr. Mattammal noted that there was currently a shortage of CHP officers.

Mr. Swire asked if the enforcement mainly centered about the number of occupants in the car. Mr. Skinner said express lanes enforcement is focused on toll violations, but motorists can be ticketed for any moving violation, such as speeding, in the express lanes.

### **13. Member Comments/Requests**

Mr. Ohtaki thanked Chair Arietta for providing details of the Civil Grand Jury report on bicycle safety.

Mr. Swire concurred about the Grand Jury report. He noted that Smart Growth America focuses on sustainable neighborhoods and healthy communities. He said he felt that America's perception of transportation is changing to favor transit, and Chair Arietta concurred.

*Vice Chair John Fox left at 6:14 pm.*

Mr. Ohtaki suggested having a future agenda item on transportation choices. Mr. Skinner noted that the funds managed by the TA have categories that were approved by the majority of the County voters. He said they have no legal ability to move funds between expenditure plan categories; however, the TA Strategic Plan would be updated in 2024 and would include reexamining the evaluation criteria for expenditure plan categories.

Doug Bojack said he would like to see the additional data from HTNB about the Express Lanes that might be useful for projecting usage, capacity, and congestion. He said he thought some of



the findings from the Civil Grand Jury report on bicycle safety could be implemented by staff in how the buckets are poured out for each of the funding categories.

Mr. Mattammal welcomed the TA summer interns in attendance. He noted that the pitch for the express lanes was that the project is going to reduce congestion for the people who are willing to pay for it, and said that you are essentially taking the people who have more money than time and taxing them.

#### **14. Date/Time of Next Regular Meeting**

Chair Arietta announced that the next meeting would be held on Monday, September 5, 2023, at 4:30 pm in person at the SamTrans Auditorium and via Zoom teleconference.

#### **15. Adjourn**

The meeting adjourned at 6:31 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 CAC Secretary's office by phone at 650.508.6223 or by email to [cacsecretary@smcta.com](mailto:cacsecretary@smcta.com).



**BOARD OF DIRECTORS 2023**

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APRIL CHAN  
EXECUTIVE DIRECTOR

## Memorandum

**Date:** August 31, 2023  
**To:** TA Board of Directors  
**From:** April Chan, Executive Director

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### **2023 Highway Program Call for Projects Preview**

The 2023 Highway Program Call for Projects (CFP) was released on July 5, 2023 with applications due August 25, 2023. As part of the CFP, the TA requires potential applicants to fill out a Notice of Intent to Submit Survey to indicate which projects they will be applying for, how much money they intend to request, and if they're interested in early submittal reviews of their applications. As of the survey due date on July 28, 2023, the TA received 13 responses from 10 different sponsors proposing to request approximately \$150 million.

### **South Linden Avenue and Scott Street Grade Separation**

In March 2023, the Board programmed and allocated \$4.9 million in Measure A grade separation program funds to the South Linden Ave and Scott Street grade separation project, located in the Cities of South San Francisco and San Bruno, to help fund the preliminary engineering and environmental clearance of the project.

Since the allocation in March 2023, the cities and Caltrain staff have developed the scope of work for this phase as well procured consultant resources to undertake the work. The project team will focus on data collection and value engineering (VE) of the preferred alternative selected in the Project Study Report that was completed April 2021, with the goal of improving and refining the design, while looking for ways to reduce cost and schedule impacts to the project. The findings and recommendations will be documented in a Preliminary Engineering Report (PER) that will be issued this fall. This report will serve as the basis for advancing the development of the grade separation design. Following the completion of the PER, Caltrain's Environmental Planning team will begin work on obtaining NEPA and CEQA clearance for the project. The preliminary design and environmental clearance phase is anticipated to be complete by fall 2024.

### **US 101 Cordilleras Creek Bridge Replacement Update**

At the April 2023 Board meeting, Caltrans presented to the Board regarding the replacement of the Cordilleras Creek Bridge located on U.S. 101 in Redwood City, between the Whipple Avenue and Brittan Avenue exits. As previously shared, the work will involve long-weekend, full closures of the northbound and southbound sides of U.S. 101. While the work was originally scheduled to take place during the summer months, delays in receiving materials required to construct the project have pushed the project schedule into this fall. The project team has tentatively scheduled closures for Late September through Mid-October. Caltrans will notify stakeholders well in advance of the final dates selected to complete the work.

## **Regional Transit Connections Plan Update**

Staff has procured consultant services to complete the Regional Transit Connections (RTC) Plan and work is slated to begin this fall. The RTC Plan is envisioned to provide policy direction for the implementation of the RTC Program and will develop a suite of planning, operating and capital recommendations based on the ability of projects to improve regional access for San Mateo County residents, workers and visitors. The RTC Plan will also include a set of evaluation guidelines for Calls for Projects designed to reflect the Measure W Core principles. According to the TA Strategic Plan 2020-2024, the RTC Program is estimated to accrue approximately \$9.1 million annually.

As part of the RTC Plan development, TA staff and the consultant team will lead a robust public participation process consisting of pop-up events, virtual community meetings, surveys, and community organization partnerships that will capture information about how people travel to/from San Mateo County and what the regional transit needs are. Engagement will be focused on connecting with underserved households with support from community-focused organizations who can help expand the TA's reach. Major transit and transportation agencies including SamTrans, Caltrain, BART, WETA, AC Transit, SFMTA, Commute.org and MTC will also be engaged throughout plan development as part of a working group to provide advice and feedback.

Technical analysis will begin in October 2023, countywide public engagement will begin in February 2024, and the final RTC Plan is expected for completion by Fall 2024.