

TA CAC

Roles, Responsibilities and Procedures

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Role of the TA

- **TA's primary role: Fund transit and transportation projects and improvements in San Mateo County**
- **TA also:**
 - Develops planning studies to better inform allocation of funds to local agencies
 - Provides technical assistance to local jurisdictions for all phases of projects
 - Sponsors projects of countywide significance (e.g., US 101 Express Lanes)
 - Is one of two member agencies of San Mateo County Express Lanes Joint Powers Authority



Legal Genesis of the TA CAC

- 1988 Measure A:

“[T]he County Transportation Authority shall establish an Advisory Committee to **advise the Authority on the administration of the Transportation Expenditure Plan**. The membership of this Committee will reflect a broad spectrum of interests and geographic areas of the County.”

- 2004 Measure A:

“[T]he Citizens Advisory Committee shall continue to **advise the Transportation Authority on the administration of the Transportation Expenditure Plan**. The membership of this committee will reflect a broad spectrum of interests and geographic areas of the County.”



CAC Mission

- To advise the TA Board of Directors on implementation of Measure A and (now also) Measure W transportation investment plans
 - Policy decisions = responsibility of TA board
 - Management and administration = responsibility of TA staff



CAC Responsibilities

- Provide, upon request, sound input and recommendations on TA Board agenda items
- Act as a liaison between public and TA Board, provides venue for public input
- Provide monthly written reports of committee actions to TA Board
- Reflect broad spectrum of interests and geographic areas of the SM County
- Have one member (at least) on Measure W Citizen's Oversight Committee (COC)
 - COC looks *backward*, reviews expenditure of Measure W funds for compliance with Congestion Relief Plan, whereas CAC looks *forward and backward*, along with TA Board



Individual Responsibilities

- Attend every meeting to the maximum extent possible
- Review agenda packet prior to each CAC meeting
- Ask questions and provide comments on both informational and action items



Current Rules of Procedure

- Online at <https://www.smcta.com/media/3841/download?inline>
- Describe CAC role
- Establish quorum requirement, chair and vice chair positions, staggered terms
- Set standards for attendance/absences



Rules of Procedure: Opportunity

- Less comprehensive than others, e.g., Measure W COC Bylaws (<https://www.samtrans.com/media/31473/download>)
- Several opportunities to improve/expand/restructure
 - Update to reflect current state of the art
 - Define typical agenda contents, order
 - Refer to Rosenberg's Rules for when rules/bylaws are silent
- Staff and legal counsel will work with CAC leaders to update



Questions?