

**San Mateo County Transportation Authority  
1250 San Carlos Avenue, San Carlos, California**

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

**January 9, 2024**

**Members Present:  
(In Person)** D. Bojack (arrived at 4:34 pm and left at 6:47 pm), I. Bucio, G. Carlini (arrived at 4:35 pm), N. Enriquez, J. Fox (Vice Chair) (left at 6:19 pm), K. Kuklin, S. Lang (left at 6:59 pm), J. Londer, G. Mattammal, P. Ohtaki (arrived at 4:42 pm and left at 6:02 pm), M. Swire

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

**Members Absent:** B. Arietta (Chair), A. Paul

**Staff Present:** P. Skinner, A. Linehan, A. To, M. Petrik, M. Reyes, D. Chazan, J. Manzi, J. Brook

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

Vice Chair John Fox chaired the meeting in Chair Barbara Arietta's absence. He called the meeting to order at 4:30 pm and led the Pledge of Allegiance.

**2. Roll Call**

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

*Doug Bojack arrived at 4:34 pm.*

*Giuliano Carlini arrived at 4:35 pm.*

**3. Report of the Nominating Committee for 2024 Chair and Vice Chair**

Jeff Londer on behalf of the Nominating Committee announced three candidates for Chair: Barbara Arietta, Gus Mattammal, and Mike Swire. The members voted to reappoint Ms. Arietta as Chair.

Motion/Second: Lang/Mattammal

Ayes: Bojack, Bucio, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal

Noes: Carlini, Swire

Absent: Arietta, Ohtaki, Paul

Mr. Londer announced four candidates for Vice Chair: Mr. Fox, Karen Kuklin, Mr. Mattammal, and Mr. Swire. The members voted to reappoint Mr. Fox as Vice Chair.

Motion/Second: Kuklin/Londer

Ayes: Bojack, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal

Noes: Bucio, Carlini, Swire

Absent: Arietta, Ohtaki, Paul

*Peter Ohtaki arrived at 4:42 pm.*

There was robust discussion among the members about the process to select the CAC officers and their respective roles. The members requested clear direction and some members suggested having a policy statement about the procedures for electing a Chair and Vice Chair.

Peter Skinner, Executive Officer, Transportation Authority, said the Rules of Procedure for Citizens Advisory Committee document will be updated this year and suggested that members of the CAC could volunteer for an ad-hoc committee to update the document.

Vice Chair Fox suggested having an item on a future TA CAC agenda to establish a committee to come up with nominating committee rules.

Mike Swire asked how long the policy to give those members with the longest tenure priority in being voted on had been in place, and Mr. Skinner said there is currently no formal policy and noted that the appropriate method to establish a policy is to update the Rules of Procedure.

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

There were no comments.

#### **5. Consent Calendar**

##### **5.a. Approval of Minutes of the CAC Meeting of December 5, 2023**

##### **TA Board Meeting Agenda for January 11, 2024**

##### **5.b. TA Board Item 7.b Acceptance of Statement of Revenues and Expenditures for the Period Ending November 30, 2023**

Motion/Second: Bucio/Londer

Ayes: Bojack, Bucio, Carlini, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: None

Absent: Arietta, Paul

#### **6. TA Board Item 7.a Approval of Minutes of the Board of Directors Meeting of December 7, 2023**

There were no comments.

#### **7. TA Board Item 15.a Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023**

Annie To, Director, Accounting, introduced Ahmad Gharaibeh and Joe Escobar, Partners, Eide Bailly LLP, who provided the presentation.

Mr. Gharaibeh summarized the scope of the audit. Mr. Escobar discussed the auditor's and management's responsibilities, timing, and required communications. Ms. To provided a summary of the audit results.

Peter Ohtaki asked if the JPA (San Mateo County Express Lanes Joint Powers Authority) has a separate audit, and if not, are they comfortable with the JPA's audit. Ms. To confirmed that the JPA has a separate audit, also done by Eide Bailly, which is presented to the JPA Board.

Mr. Ohtaki wanted confirm that there were clean audit results. Mr. Gharaibeh confirmed there was an unmodified, clean opinion. Mr. Ohtaki asked if the TA was keeping up with the projects that are being submitted and that taxpayer funds are being used expediently. Mr. Skinner noted the majority of funds that the TA distributes to projects are on a reimbursement basis.

Karen Kuklin said that a line about accrual is missing from the presentation. Ms. To said if they do not have a definite amount, they cannot accrue it. Ms. Kuklin asked if they asked for project cash flows. Mr. Skinner said they are updating their processes for asking for project level cash flows.

Ms. Lang asked about decreases being offset by increases in sales receipts; she asked on Page 8 where the increases being accounted for. Ms. To said there were increases in sales tax receipts and decreases in the distribution to local entities, and directed Ms. Lang to Page 7 while Mr. Escobar referred her to the Project Funding section of the report.

Motion/Second: Ohtaki/Bucio

Ayes: Bojack, Bucio, Carlini, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: None

Absent: Arietta, Paul

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

Amy Linehan, Government and Community Affairs Officer, provided a summary of federal and state legislation and recent activity. On the federal side, she said the House and Senate are back in Washington. She said the House and Senate negotiators had agreed on spending limits for FY 2024. She said the appropriations committees need to set spending limits within their committees, but a continuing resolution may be required in March. She said President Biden would deliver his State of the Union address on March 7. She said that earmark requests would likely follow the usual schedule, starting in February. She provided leadership updates.

On the state side, Ms. Linehan said the Legislature is back in Sacramento. She said the budget deficit is the largest since the Great Depression. She provided leadership updates, noting local politicians on various committees. She said two of the Brown Act bills have become two-year bills, which means they can come back this year.

Mr. Swire asked why transit use was suffering but streets and highways are congested.

Ms. Kuklin said a lot of people are choosing not to ride BART (Bay Area Rapid Transit) or Caltrain to avoid getting sick and not necessarily because of the opening of express lanes. Giuliano Carlini said there is a lot of evidence that shows when incentives are provided to drive, fewer people will use transit. Sandra Lang asked about financial reporting. Vice Chair Fox mentioned the high vacancy rate of office space in San Francisco and would be interested to see how all

these factors affect transit ridership. Ivan Bucio asked when the state would have information about transportation funding. Ms. Linehan said they have to see when the Governor presents his budget on January 10.

### **9. TA Board Item 13 Adoption of 2024 Legislative Program**

Ms. Linehan noted the program was in the packet. She outlined the changes to the program based on the comments submitted by the Committee, which she noted were in red font.

Mr. Swire asked if there were policies regarding converting general purpose lanes to toll lanes. Mr. Skinner said that the Committee could call a motion to include that addition to the legislative program.

Mr. Carlini asked if the Board could amend the program mid-year. Mr. Skinner said it was within the purview of the Board to do so. Mr. Carlini said he had heard that in the past that it is difficult to recommend conversion of a general purpose lane to an express lane.

*Peter Ohtaki left the meeting at 6:02 pm.*

Mr. Swire said he was concerned that something could be supported by the Board, but could be negated by legislative hurdles.

Vice Chair Fox said the CAC could urge the Board to consider encouraging legislative process to allow greater flexibility by the TA in the choice of multimodal and managed lanes projects within the County, e.g. the legal issues in converting general purpose lanes to managed lanes.

Ms. Kuklin said that keeping things general allows Ms. Linehan and Government Affairs to move forward with legislation.

Ms. Lang said she did not believe the language should be prescriptive, but a general reminder to give due consideration.

*Vice Chair John Fox left the meeting at 6:19 pm.*

Ms. Kuklin took over chairing the meeting in Vice Chair Fox's absence.

The CAC members approved the addition of language suggested by staff to the section of the program concerning the conversion of general purpose lanes to toll lanes, which included elevating safety as a key priority for the TA and adding a subsection under the General section that says, "facilitate the conversion of general-purpose lanes to toll lanes."

Motion/Second: Swire/Bojack

Ayes: Bojack, Bucio, Carlini, Enriquez, Lang, Londer, Mattammal, Swire

Noes: Kuklin

Absent: Arietta, Fox, Ohtaki, Paul

The CAC members approved adoption of the program as amended with the additional language to be provided by staff.

Motion/Second: Bucio/Mattammal

Ayes: Bojack, Bucio, Carlini, Enriquez, Kuklin, Lang, Londer, Mattammal, Swire

Noes: None

Absent: Arietta, Fox, Ohtaki, Paul

#### **10. TA Board Item 14.a Safe Routes to School Program Report**

Theresa Vallez-Kelly, Safe Routes to School Program Coordinator, provided the presentation.

Mr. Carlini applauded the work of the program, [and noted that three-fourths of caregivers drove their children to school because of safety concerns, creating the very same unsafe conditions that they feared.](#)

Nheeda Enriquez asked about increasing the scope of community outreach. Ms. Vallez-Kelly said the school travel fellowship is a great platform for building relationships between the cities and schools. She also mentioned the Office of Traffic Safety, and C/CAG (City/County Association of Governments of San Mateo County). Ms. Enriquez said there could be ways to accelerate the outreach and funding.

Mr. Swire encouraged people to volunteer for Safe Routes to School. He said infrastructure is important for safety. Ms. Vallez-Kelly said she would provide information about the walk audit.

Mr. Bucio asked if the walk audit would look for things like speed bumps. Ms. Vallez-Kelly said that participants make recommendations.

Ms. Kuklin said the terrain of the much of the County makes it difficult to walk to school.

*Doug Bojack left the meeting at 6:47 pm.*

#### **11. TA Board Item 14.b Caltrain Corridor Crossing Strategy**

Jill Gibson, Consultant, Kimley-Horn, provided the presentation. She noted that there are 16 active projects on the Caltrain Corridor.

*Sandra Lang left the meeting at 6:59 pm.*

Mr. Carlini asked regarding the North Fair Oaks Bicycle/Pedestrian Railroad Crossing Community Connection Study if the project was still on the table. Dahlia Chazan, Deputy Chief, Caltrain Planning, said that technical challenges were identified for the North Fair Oaks crossing and the County is stepping back and reconsidering their options about how to proceed.

Mr. Mattammal asked what the level of confidence that they can close the funding gap. Ms. Gibson said the intention is to have a program that is realistic and use a tiered approach to define the programs' priorities and align the projects with the different federal and state funding opportunities.

#### **12. Report of the Chair**

There was no report.

### **13. Report From Staff**

Mr. Skinner said the Executive Director's report was in the packet. He said staff had recently launched a funded project web map on the TA website and encouraged the CAC members to view it and provide staff with any comments or suggestions.

### **14. Member Comments/Requests**

Mr. Carlini said the highway projects were really corridor projects, while the bike/ped projects were not. He said he hoped the Board could apply the same strategy to bike/ped projects. He said the Board minutes did not fully reflect the CAC's concerns over highway widening, and in particular that the CAC had rejected the 101 Managed Lanes widening alternative and that should have been recognized.

Ms. Enriquez asked if the letter to MTC (Metropolitan Transportation Commission) went out regarding the merger of BART and Caltrain. Mr. Skinner confirmed that a letter was sent out from SamTrans and Caltrain, and updates on the proposed merger would be provided by the Government and Community Affairs team.

Mr. Swire said there should be more discussion about the process for electing the CAC Chair, and emphasized allowing individual voices be heard while acting as a liaison to the TA Board.

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

Ms. Kuklin announced that the next meeting would be held on Tuesday, January 30, 2024, at 4:30 pm in person at the SamTrans Auditorium and via Zoom teleconference.

### **16. Adjourn**

The meeting adjourned at 7:11 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).