

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

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

**October 8, 2024**

**Members Present:** B. Arietta (Chair), I. Bucio, G. Carlini, N. Enriquez, J. Fox (Vice Chair),  
**(In Person)** R. Hedges, K. Kuklin (arrived at 4:54 pm), S. Lang, J. Londer,  
G. Mattammal, P. Ohtaki (arrived at 4:41 pm), M. Swire

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

**Members Absent:** None

**Staff Present:** P. Skinner, P. Gilster, M. Wright Petrik, J. Manzi, K. Beltz, S. Atkinson,  
J. Brook

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

Chair Barbara Arietta called the meeting to order at 4:35 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 September 3, 2024**

**TA Board Meeting Agenda for October 10, 2024**

**4.b. TA Board Item 5.b Acceptance of Statement of Revenues and Expenditures for the  
Fiscal Year Ended June 30, 2024**

**4.c. TA Board Item 5.c Acceptance of Statement of Revenues and Expenditures for the  
Period Ending August 31, 2024**

Motion/Second: Hedges/Fox

Ayes: Arietta, Bucio, Carlini, Enriquez, Fox, Hedges, Lang, Londer, Mattammal, Swire

Noes: None

Absent: Kuklin, Ohtaki

**5. TA Board Item 5.a Approval of Minutes of the Board of Directors Meeting of September 5, 2024**

There were no comments.

**6. TA Board Item 5.d Approval of the 2025 Board of Directors Meeting Calendar**

There were no comments.

**7. TA Board Item 10.a Adopting the Regional Transit Connections Plan**

Patrick Gilster, Director, Planning and Fund Management, provided the presentation.

Motion/Second: Hedges/Bucio

Ayes: Arietta, Bucio, Carlini, Enriquez, Fox, Hedges, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: None

Absent: Kuklin

*Item 12 was taken out of order due to staff and committee time constraints.*

**12. Report from Staff**

Peter Skinner, Executive Officer, Transportation Authority, said the report was in the packet.

Giuliano Carlini said he thought that pedestrian and bicycle program funds were supposed to be targeted and come out of a bucket exclusively for the benefit of cyclists and pedestrians. He said he had concerns about the small amount of money allocated for these projects. Mr. Gilster said they fund Complete Streets projects out of both the ped/bike and highway programs, so depending on what's eligible for either of those, it can come out of either fund. He added that because there is a substantial ped/bike element to that project, it is eligible for the ped/bike program fund itself.

**12.a. Amending the Rules of Procedure for the San Mateo County Transportation Authority Community Advisory Committee**

Peter Skinner, Executive Officer, Transportation Authority, provided the presentation with some background on the evolution of the CAC Rules of Procedure.

Nheeda Enriquez said as an ad hoc committee member, she was interested in improving transparency without being overly prescriptive.

Gus Mattammal concurred with Ms. Enriquez.

Sandra Lang asked if the Order of Business precludes changing the order at will or does it need to be followed strictly.

Mr. Skinner said the Chair can make an exception to the Order of Business. Ms. Lang asked about the agenda items being revised. Catherine Groves, Legal Counsel, Hanson Bridgett, said the Brown Act requires 72 hours notice for changing or adding items.

Mike Swire asked who prescribes what the CAC can and cannot do. Ms. Groves said the TA Board Rules of Procedure says when the Chair of the CAC should be elected but does not

outline the process. Mr. Skinner said the CAC is an advisory body to the Board to advise them on the agenda topics that they are going to see at their meeting.

Rich Hedges said he believed the CAC was required to be created by Measure A. Ms. Groves said the CAC is supported by the Board of Directors.

Ms. Lang asked if member comments were the only avenue for CAC members to make suggestions or voice their opinions. Ms. Groves concurred and then said that members could ask the Board if they want to consider something.

Mr. Hedges said communication with the Board was key.

Ms. Enriquez said it was not clear when a motion is required. Mr. Skinner said if the CAC is bringing an item to the Board that will require a resolution, the CAC makes a motion. He said the exceptions would be the Board minutes or meeting calendar, which appear on the CAC agenda as informational-only items.

Mr. Carlini said other advisory bodies set their own agendas. Ms. Groves said the CAC's rules are set by the TA Board. Ms. Groves said Item 1.16 of the Board Rules talks about advisory committees generally. Mr. Carlini asked how the CAC members could bring forth their opinions on items that are not on the Board agenda to the Board. Ms. Groves said CAC members were welcome to make suggestions to the Board, which would require subsequent discussion by the Board.

Mr. Mattammal asked if CAC members could work on a presentation on a topic of interest without asking staff or the Board to take any action. Ms. Groves said that that would still involve staff preparation of the agenda.

Vice Chair John Fox said the process of selecting a Chair and Vice Chair should not be contentious. He also said the CAC should be able to take up interests that may not be of interest to the Board.

Karen Kuklin said when an agenda topic that is going to the Board is presented to the CAC, it is presented by experts as opposed to just someone with an interest in that topic.

Mr. Carlini asked if items could be added to a future agenda. Ms. Groves said the Rules of Procedure could be amended again. Mr. Carlini said he had an issue with the voting process used in selecting the current Chair and Vice Chair. Ms. Groves said according to the CAC's Rules of Procedure, they had flexibility on that procedure.

Mr. Hedges noted that he had served on the Chair and Vice Chair nominating committee many times and it was difficult to find nominees.

Peter Ohtaki said he had also served on the Chair and Vice Chair nominating committee in the past and it involved more of a recruiting effort. He suggested having a secret ballot process. Regarding proposing additional ideas, he said other legislative bodies generally must follow the topics that are within their domain.

Mr. Swire and Mr. Carlini asked if the voting process could be added to the Rules of Procedure., and Mr. Skinner said that could be added to the Rules.

Mr. Hedges noted that running elections for unions is very prescriptive and overseen by the Department of Labor. He agreed that the election procedure should be included in the Rules.

Ms. Kuklin said her memory of the last Chair/Vice Chair election was different.

Ms. Lang said the voting procedure should be prescribed and more transparent.

Mr. Hedges said the voting procedure should include all candidates.

Mr. Swire suggested that they table the vote to approve the changes to the Rules and have the ad hoc committee come back with an amendment on voting logic at another meeting.

Regarding the other item of asking the Board to agendaize items of interest, Ms. Groves said they would need to confer with general counsel and the Board Chair.

The CAC members approved a motion to table the current item and ask the ad hoc committee to come back with the addition on voting logic.

Motion/Second: Swire/Ohtaki

Ayes: Arietta, Bucio, Carlini, Fox, Hedges, Kuklin, Lang, Londer, Mattammal, Ohtaki, Swire

Noes: None

Abstentions: Enriquez

Absent: None

*Sandra Lang left the meeting at 5:50 pm.*

## **8. TA Board Item 10.b Strategic Plan 2025-2029 Update**

Mr. Gilster provided the presentation.

Mr. Ohtaki asked if the plan allowed the TA to assist in funding shuttles to convert to electric.

Mr. Gilster said the shuttles are managed by SamTrans through MV Transportation. He added that their contract will be up soon, and a new RFP (Request for Proposals) will be going out. He said that the Peninsula shuttle study noted that applicants get more points for transitioning to clean air vehicles.

Mr. Hedges asked if the study of the distance of trips includes shuttles, which Mr. Gilster confirmed. Mr. Hedges also asked if Measure W had money dedicated to electric buses. Mr. Gilster said that money includes electric buses but not exclusively.

*Vice Chair John Fox left the meeting at 6:25 pm.*

Mr. Gilster said the goal is to be more inclusive of all modes of transit, including bike/ped, and increase throughput.

Mr. Carlini said the smaller towns tend to be more affluent, while Mr. Gilster noted that although those municipalities may have wealthier residents, the towns themselves do not have a large tax base and tend not to be competitive because of their small size, limited staff resources, and revenue.

## **9. TA Board Item 10.c Countywide Automated Vehicles (AV) Strategic Plan – Final Draft**

Mr. Gilster introduced Vamsi Tabjulu, Project Manager, Project Delivery, who provided the presentation. He noted that Audrey Shiramizu, Transportation Program Specialist, City/County Association of Governments of San Mateo County (C/CAG), was attending the meeting remotely.

Chair Arietta asked how many counties in California have automated vehicles. Mr. Tabjulu said that San Mateo County is the only county with an AV strategic plan

Mr. Hedges said that AV manufacturers need to work with government to improve safety and avoid accidents.

Mr. Swire said he hoped that they would be reaching out to the cities. He said city zoning codes should be explored to prepare for the advent of AVs.

Mr. Hedges said he was impressed with the Waymo service.

Mr. Carlini said he supported looking at promoting shuttles as an alternative to single-occupant cars.

*Rich Hedges left the meeting at 6:48 pm.*

Ms. Enriquez said she was optimistic about how AV technology would impact capital expenditures. Mr. Gilster concurred that would be of countywide significance.

Mr. Bucio asked if we are trying to keep the streets clean and drivable in support of AVs. Mr. Tabjulu said the cities could provide information to the AV companies.

Jessica Manzi, Director, Project Delivery, said if striping on the streets is not well maintained, AVs cannot detect it. She said newer striping standards include having wider lines that are more detectable by AVs.

## **10. TA Board Item 11 Legislative Update**

Mr. Skinner provided a summary of federal, state, and regional legislation.

On the federal side, he said the House and Senate passed a continuing resolution to cover the government until December 20.

On the state side, he said the legislature recessed for the year except for the special session. He said the Governor called for the requirement for fuel refineries to hold fuel reserve to mitigate cost increases, which has passed the Assembly and is now moving on to the Senate for the special session.

On the regional side, he said MTC (Metropolitan Transportation Commission) is coming up with new options for a regional measure for transit agencies. He said the options, none of which have unanimous support, will continue to be refined and will be presented at the final select committee meeting on October 21.

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

Chair Arietta provided the following report:

With the launch of Caltrain's new all electric service on September 21st, attention once again has focused on the effort to bring the first High Speed Rail system to California. A step in that direction on September 9th was accomplished with the announcement that the California High Speed Rail Authority (CHSRA) and the City of Brisbane, in San Mateo County, have settled Brisbane's lawsuit concerning the State's High Speed Rail project. For the better part of two years, Brisbane and the CHSRA reviewed issues, consulted experts and finally agreed on responsible paths forward. It is anticipated that by 2029, the system will run from San Francisco to the Los Angeles basin in under three hours at speeds capable of over 200 mph, where possible. The system will eventually extend to Sacramento and San Diego, totaling 800 miles with up to 24 stations within California.

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

Mr. Swire said he had attended the C/CAG meeting in September where they discussed express lanes metrics. He said Foster City and Hillsborough elected officials also said they would also be interested in seeing the metrics.

Ms. Kuklin thanked staff for their reports.

Ms. Mattammal said it was necessary and reasonable that the Board regulate how the CAC interacts with the Board, but was unclear how the Board affects how the CAC can have discussions.

Mr. Carlini said he was interested in receiving more metrics.

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

Chair Arietta announced that the next meeting would be held on Tuesday, November 5, 2024, at 4:30 pm in person at the SamTrans Auditorium and via Zoom teleconference.

## **15. Adjourn**

The meeting adjourned at 7:04 pm.

An audio/video recording of this meeting is available online at <https://www.smcta.com/video-board-directors>. Questions may be referred to the CAC Secretary's office by phone at 650.551.6108 or by email to [cacsecretary@smcta.com](mailto:cacsecretary@smcta.com).