

**San Mateo County Transportation Authority**  
**1250 San Carlos Avenue, San Carlos, California**  
**Minutes of Board of Directors Meeting**

**December 5, 2024**

**Members Present:** N. Corzo, A. Fung (arrived at 4:41 pm), R. Medina, M. Nagales (arrived at 4:54 pm), J. Mates (Vice Chair), C. Romero (Chair)  
**(In Person)**

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

**Members Absent:** R. Mueller

**Staff Present:** S. Atkinson, E. Beach, J. Brook, J. Cassman, A. Chan, D. Covarrubias, J. Epstein, J. Escobar (Eide Bailly, LLC), P. Gilster, C. Lee (Politico), A. Linehan, J. Manzi, D. Santoro, P. Skinner, A. To, M. Tseng, S. van Hoften, K. Yin

**1. Call to Order**

Chair Carlos Romero called the meeting to order at 4:32 pm.

**2. Roll Call/Pledge of Allegiance**

Margaret Tseng, Acting Authority Secretary, called the roll and confirmed that a quorum was present.

Chair Romero requested that Director Rico Medina lead the Pledge of Allegiance.

**3. Legislative Update**

Jessica Epstein, Director, Government and Community Affairs, provided a summary of recent federal legislation.

- Lame duck Congress. It is likely they will pass funding legislation to keep government running past the December 20 deadline.
- President-Elect appointed Sean Duffy as Secretary of Transportation
- Ending DEIB (Diversity, Equity, Inclusion, and Belonging) programs for pilots and air traffic controllers, which may affect transit in the future

April Chan, Executive Director, stated that MTC (Metropolitan Transportation Commission) recently posted an agenda item on the regional measure. She stated MTC staff told the partnership board that they had heard from elected officials of San Mateo County and that Board members had expressed concern that MTC do an apples-to-apples comparison of operating revenues.

Ms. Epstein introduced state lobbyist Chris Lee, Politico, who provided a presentation on state legislation, which included the following:

- 2024 election outcomes on Legislature and ballot measures
- 2025 state policy preview on climate and transportation, state budget, and open meetings

#### **4. 2025 Draft Legislative Program**

Ms. Epstein reviewed the changes made to the current 2024 program for 2025, including the following:

- Voter threshold
- Addition of language advocating for preservation for previously awarded funding.

Chair Romero noted that references to Proposition 5 should be removed.

#### **5. Report from Closed Session at November 7 Board Meeting**

##### **5.a. Closed Session: Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8**

**Properties: (1) 50-foot-wide Property Located Directly West of the Caltrain Corridor from 20th Avenue to Approximately 1,000 Feet Past 25th Avenue, City of San Mateo (Portion of APN 035-320-999) and (2) 2777 S. El Camino Real, San Mateo, CA 94403**

**Negotiators: April Chan and Joan Cassman**

**Negotiating Parties: Peninsula Corridor Joint Powers Board and the City of San Mateo**

**Under Negotiation: Price and Terms of Transfer**

Joan Cassman, Legal Counsel, stated that the Board took no reportable action.

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

Tim Ryan commented on the tragic death of cyclist Andrea Vallebuena at the Holly Street/101 overcrossing.

Mike Swire commented that improvements to the Holly Street overcrossing were needed to prevent future fatalities.

Andrew Hsu, San Carlos, outlined potential safety measures for a ped/bike overpass.

Arley Lewis, San Carlos, commented that the Holly Street overpass is very dangerous for both cyclists and pedestrians; he urged the Board to work with C/CAG (City and County Association of Governments of San Mateo County) and the City of San Carlos towards safety measures to improve the current structure.

Giuliano Carlini commented that the TA should take a leadership position on improving safety for cyclists and refuse projects that do not take into account mass transit infrastructure.

Ioannis Sarkas suggested working with the City of San Carlos to improve the bike lanes.

Jennifer Garson, South San Francisco, commented that she was baffled why projects that involve freeway widening are still being approved, saying that such projects increase congestion and automobile/cyclist/pedestrian conflict.

Sonia Elkes, San Carlos, commented on the danger of the overpass and urged the TA to address the quality of micro-mobility.

Vice Chair Julia Mates stated she facilitated a discussion between TA staff and the City of San Carlos where they reviewed various safety options.

## **7. Report of the Community Advisory Committee**

Chair Romero noted that the report was posted on the website.

## **8. Consent Calendar**

### **8.a. Approval of Minutes of the Board of Directors Meeting of November 7, 2024**

### **8.b. Acceptance of Statement of Revenues and Expenditures for the Period Ending October 31, 2024**

### **8.c. Acceptance of Capital Projects Quarterly Status Report for 1st Quarter Fiscal Year 2025**

Regarding Item 8.c, Chair Romero requested the incorporation of a graphic interface to call out bike/ped projects. Peter Skinner, Executive Officer, Transportation Authority, stated staff is always looking to improve the quarterly report and are planning to include more robust reporting on bike/ped projects once the new grants management software is up and running.

Motion/Second: Medina/Corzo

Ayes: Corzo, Fung, Medina, Nagales, Mates, Romero

Noes: None

Absent: Mueller

## **9. Report of the Chair**

Chair Romero wished everyone a happy and safe holiday.

## **10. San Mateo County Transit District Liaison Report**

Director Rico Medina stated the report was posted online, and noted the SamTrans Board approved the Same-Day Paratransit service as a regular program going forward.

## **11. Joint Powers Board Liaison Report**

Director Medina stated the report was posted online, and noted the following:

- The Holiday toy drive would be December 7 and 8.
- The JPB Board voted to relocate along with SamTrans at the new headquarters in Millbrae

## **12. Report of the Executive Director**

Ms. Chan stated the report was in the packet and noted the Hometown Holidays events in Redwood City on December 7.

### **13. Program**

#### **13.a. Adopting the Strategic Plan 2025-2029 and Amending the Fiscal Year 2025 Budget from \$189,035,418 to \$191,035,418 to Fund Technical Assistance Program – Approved by Resolution No. 2024-22**

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

The Directors expressed their support of the plan and commended its flexibility.

Motion/Second: Mates/Medina

Ayes: Corzo, Fung, Medina, Nagales, Mates, Romero

Noes: None

Absent: Mueller

#### **13.b. Programming and Allocating \$24,676,944 for the Cycle 7 Pedestrian and Bicycle Program Call for Projects and \$2,183,325 for the Cycle 2 Alternative Congestion Relief/Transportation Demand Management Call for Projects – Approved by Resolution No. 2024-23**

Sue-Ellen Atkinson, Manager, Planning and Fund Management, presented the staff report.

Motion/Second: Fung/Mates

Ayes: Corzo, Fung, Medina, Nagales, Mates, Romero

Noes: None

Absent: Mueller

*Director Rico Medina left the meeting at 5:32 pm.*

### **14. Finance**

#### **14.a. Acceptance of the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2024**

Annie To, Director, Accounting, reviewed the staff report and noted that the TA had received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

She introduced Joe Escobar, Eide Bailly, LLC, who provided the presentation. In response to a question by Chair Romero, Mr. Escobar clarified how net position and ending fund balance are calculated.

Motion/Second: Nagales/Corzo

Ayes: Corzo, Fung, Nagales, Mates, Romero

Noes: None

Absent: Medina, Mueller

**14.b. Awarding a Contract to Bortolussi & Watkin, Inc. for the Landscaping Construction of the US 101/Broadway Interchange Project for a Grand Total Bid Price of \$1,145,159 – Approved by Resolution No. 2024-24**

Jessica Manzi, Manager, Director, Project Delivery, provided the presentation.

The Directors had a robust discussion and staff provided further clarification in response to their comments and questions, which included concern about contingencies and change orders, project management, and setting a precedent for the TA overseeing a smaller construction contract.

Motion/Second: Mates/Fung

Ayes: Corzo, Fung, Nagales, Mates, Romero

Noes: None

Absent: Medina, Mueller

**15. Requests from the Authority**

There were none.

**16. Written Communications to the Authority**

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

**17. Date/Time of Next Regular Meeting**

Chair Romero announced the next meeting would be on Thursday, January 9, 2025, 5:00 pm in person at the SamTrans Auditorium and via Zoom teleconference.

**18. Report of Legal Counsel**

Ms. Cassman stated she had no report.

**19. Adjourn**

The meeting adjourned at 5:57 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 Authority Secretary's office by phone at 650-551-6108 or by email to [board@smcta.com](mailto:board@smcta.com).