



**BOARD OF DIRECTORS 2021**

CHARLES STONE, CHAIR  
PETER RATTO, VICE CHAIR  
MARINA FRASER  
JEFF GEE  
CAROLE GROOM  
ROSE GUILBAULT  
RICO E. MEDINA  
DAVE PINE  
JOSH POWELL

CARTER MAU  
ACTING GENERAL MANAGER/CEO

**AGENDA**

**SAN MATEO COUNTY TRANSIT DISTRICT  
CITIZENS ADVISORY COMMITTEE (CAC) MEETING**

**Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the [Governor's Executive Orders N-25-20 and N-29-20](#).**

Committee members, staff and the public may participate remotely via Zoom at <https://samtrans.zoom.us/j/92043867620?pwd=ZHpLQnJQd0VwYWcydGJCdTNRVGd6UT09> or by entering Webinar ID: **920 4386 7620**, Passcode: **474781** 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. The video live stream will be available after the meeting at <http://www.samtrans.com/about/boardofdirectors/video.html>.

**Public Comments:** Members of the public are encouraged to participate remotely. Public comments may be submitted to [publiccomment@samtrans.com](mailto:publiccomment@samtrans.com) prior to the meeting's call to order so that they can be sent to the Committee Chair 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: [http://www.samtrans.com/about/boardofdirectors/Board\\_of\\_Directors\\_Calendar.html](http://www.samtrans.com/about/boardofdirectors/Board_of_Directors_Calendar.html)

Oral public comments will also be accepted during the meeting 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 and press \*6 to accept being unmuted when recognized to speak. Each commenter will be automatically notified when they are unmuted to speak for three minutes or less.. The Committee 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.

**WEDNESDAY, AUGUST 25, 2021 – 6:30 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

**SamTrans Citizens Advisory Committee Members 2021:** Mary Adler, Steve Appenrodt, John Baker (Chair), Andrew Barnes, Iris Chan, Bob Gomez, Scott Johnston (Vice Chair), Allie Juarez, Nancy Lacsamana, Michelle Lewis, Alex Madrid, Meredith Park, Bianca Randall

**Staff Liaison:** Ana Rivas, Director of Bus Transportation

**CAC Secretary:** Jean Brook

4. Approval of Meeting Minutes from July 28, 2021
5. Presentation: Brown Act Overview - Katherine Tsou, Hanson Bridgett LLP
6. Report of the Chair
7. SamTrans Staff Update – Ana Rivas
8. CAC Member Comments/Requests
9. SamTrans Board Liaison Report – John Baker
10. Next Meeting: Wednesday, September 29, 2021 at 6:30 pm, via Zoom teleconference (additional location, if any, to be determined)
11. Adjournment

## **INFORMATION FOR THE PUBLIC**

If you have questions on the agenda, please contact the CAC Secretary at 650-508-6223. CAC agendas are available on the SamTrans website at [https://www.samtrans.com/about/citizensadvisorycommittee/Citizens\\_Advisory\\_Committee\\_Calendar.html](https://www.samtrans.com/about/citizensadvisorycommittee/Citizens_Advisory_Committee_Calendar.html). Communications to the Board of Directors can be emailed to [board@samtrans.com](mailto:board@samtrans.com).

*Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译 请电 1.800.660.4287*

### **Date and Time of Board and Citizens Advisory Committee Meetings**

San Mateo County Transit District Committees and Board: First Wednesday of the month, 2:00 pm; SamTrans Citizens Advisory Committee (CAC): Last Wednesday of the month, 6:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC are available on the website.

### **Location of Meeting**

**Due to COVID-19, the meeting will only be via teleconference as per the information provided at the top of the agenda. The Public may not attend this meeting in person.**

### **Public Comment**

Members of the public are encouraged to participate remotely. Public comments may be submitted to [publiccomment@samtrans.com](mailto:publiccomment@samtrans.com) prior to the meeting's call to order so that they can be sent to the Committee Chair 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:

[http://www.samtrans.com/about/boardofdirectors/Board\\_of\\_Directors\\_Calendar.html](http://www.samtrans.com/about/boardofdirectors/Board_of_Directors_Calendar.html).

Oral public comments will also be accepted during the meeting through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM and each commenter will be automatically notified when they are unmuted to speak for two minutes or less. The Committee 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.

### **Accessible Public Meetings/Translation**

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least 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 that are not exempt from disclosure pursuant to the California Public Records Act and 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 at the same time that the public records are distributed or made available to the legislative body.

# Draft

**SAN MATEO COUNTY TRANSIT DISTRICT  
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**CITIZENS ADVISORY COMMITTEE (CAC)  
MEETING MINUTES**

**July 28, 2021**

**MEMBERS PRESENT (Via Teleconference):** M. Adler, S. Appenrodt, J. Baker (Chair), I. Chan, B. Gomez, S. Johnston (Vice Chair), N. Lacsamana, M. Lewis, A. Madrid (arrived at 6:42 pm), M. Park, B. Randall

**MEMBERS ABSENT:** A. Barnes, A. Juarez

**STAFF PRESENT:** T. Dubost, R. Sebez, D. Olmeda, J. Brook

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair John Baker called the meeting to order at 6:31 pm led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF NEW CAC MEMBERS**

**a. Michelle Lewis**

**b. Meredith Park**

**c. Bianca Randall**

The new members briefly introduced themselves.

**3. ROLL CALL**

CAC Secretary Jean Brook called the roll. A quorum was present.

**4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

There were no comments.

**5. APPROVAL OF MEETING MINUTES FROM JUNE 30, 2021**

Motion/Second: Appenrodt/Adler

Ayes: Adler, Appenrodt, Baker, Chan, Gomez, Johnston, Lacsamana, Lewis, Park, Randall

Noes: None

Absent: Barnes, Juarez, Madrid

**6. PRESENTATION: TRANSIT SAFETY**

Sergeant Andrew Ward and Detective Nick Kostielney, San Mateo County Sheriff's Office, provided the presentation.

*Alex Madrid arrived at 6:42 pm.*

Nancy Lacsamana asked if they handled calls outside San Mateo County. Sergeant Ward said they handle calls involving assaults on operators that are outside the County.

Mary Adler asked about the number of assaults in the past year on SamTrans. Sergeant Ward said he did not have those numbers. He said there have been a number of assaults on Caltrain conductors, often triggered by being asked to wear masks or from fare evaders. He said they always attempt to de-escalate the situation first so as not to hold up the system.

Alex Madrid asked about sensitivity training for train conductors. He asked about what happens if you call 911 while riding transit.

Michelle Lewis asked how to yell if you feel unsafe. Sergeant Ward suggested asking witnesses to call 911 or saying that you need help.

Chair Baker asked if it were possible to text 911. Sergeant Ward said it was better to make a voice call so as not to delay the response.

## **7. REPORT OF THE CHAIR**

Chair Baker said he had no report. He said he was not yet riding transit regularly due to working from home.

## **8. SAMTRANS STAFF UPDATE**

Tina Dubost, Manager, Accessible Transit Services, reviewed the highlights of the staff report.

Mr. Madrid asked about the most recent guidance for wearing masks while riding buses. Ms. Dubost said the mask mandate came through the TSA and is in place through September 3, but is unknown after that. He asked about distancing on buses; Ms. Dubost said there are no longer capacity limits.

Chair Baker asked about capacity percentages. David Olmeda said that the bus system is currently at 50 percent capacity on weekdays and that they would have a new runbook in September.

Ms. Park asked when the website would be updated with the new schedule information. Mr. Olmeda said the website would be updated by the end of the week.

Ms. Lacsamana asked if all the schools had been contacted. Mr. Olmeda said they had been doing consistent outreach to schools. He said they do not always get responses from all schools. He said they are prepared to offer the same services to the schools they were serving prior to the pandemic.

Chair Baker asked how the District coordinates service for schools when they all have different start dates. Mr. Olmeda noted that there is some flexibility built into the schedules to accommodate the inevitable changes that occur once schools are in session.

## **9. CAC MEMBER COMMENTS/REQUESTS**

Ms. Lacsamana asked if paratransit riders need to apply each year. Ms. Dubost said that for riders with a temporary disability, the application lasts for the duration of the disability for up to three years.

Ms. Park asked about coordinating the website for a new youth ridership campaign for the Redwood City School District with the SamTrans site. Chair Baker asked staff to follow up with her question.

Iris Chan asked about enlarging bus stop signs for better visibility. Mr. Olmeda said the size of the signs is not always under the control of SamTrans. He said they are working to improve the customer experience.

Vice Chair Scott Johnston asked if Reimagine SamTrans could encourage more young people to ride the bus.

Mr. Madrid said it was sometimes difficult to see the name and number of the route on bus stop signage. He asked if paratransit ridership has been increasing. Ms. Dubost said they are getting close to 50 percent of pre-pandemic ridership levels.

Ms. Adler said she was still working remotely and not riding the bus much.

Ms. Randall said the Wi-Fi does not work on the FCX (Foster City Express) route that she rides. She suggested having handouts on buses that troubleshoot how to get Wi-Fi to work on devices. Mr. Olmeda said he would check with maintenance to make sure that the outward-facing Wi-Fi is turned on on the FCX buses, adding that the operators do not have access to activate it.

Chair Baker requested having an update on Clipper 2.0 program at a future meeting. He noted that there was a missed Route 397 schedule over the weekend. Mr. Olmeda said that the Owl service is assigned to MV Transportation, which is unlikely to resolve it since there are no back-ups to pick up the schedule. He said they have communicated that issue to MV Transportation and asked them to remediate the problem.

## **10. SAMTRANS BOARD LIAISON REPORT**

Vice Chair Scott Johnston provided a summary of the July 7 Board meeting.

## **11. NEXT MEETING**

Chair Baker said that the next meeting will be held Wednesday, August 25, 2021 at 6:30 pm via Zoom teleconference (additional location, if any, to be determined).

## **12. ADJOURNMENT**

The meeting adjourned at 7:29 pm.