



## Agenda

### Citizens Advisory Committee (CAC) Meeting

### San Mateo County Transit District

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to [Assembly Bill 361](#) (Government Code Section 54953).

Committee members, staff and the public may participate remotely via Zoom at <https://samtrans.zoom.us/j/92043867620?pwd=ZHplQnJQd0VwYWVWcydGJCdTNRVGd6UT09> 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 at:

<https://www.samtrans.com/about-samtrans/video-board-directors-cac>.

**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:

<https://www.samtrans.com/meetings>.

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. Each commenter will be recognized to speak and callers should dial \*6 to unmute themselves when recognized to speak for three minutes or less. The Board and Committee Chairs 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 31, 2022**

**6:30 pm**

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Public Comment for Items Not on the Agenda

*Comments by each individual speaker shall be limited to three (3) minutes. Items raised that require a response will be deferred for staff reply.*

**SamTrans Citizens Advisory Committee Members 2022:** Mary Adler, Steve Appenrodt, John Baker, Christopher Carey, Bob Gomez, Scott Johnston, Allie Juarez, Nancy Lacsamana, Michelle Lewis, Alex Madrid (Vice Chair), Meredith Park (Chair), Denise Seibert

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

**CAC Secretary:** Jean Brook

4. Approval of Meeting Minutes from July 27, 2022
5. Presentation: Operator Restroom Access Improvement – Jonathan Steketee, Operations Planning
6. Report of the Chair
7. SamTrans Staff Update
8. CAC Member Comments/Requests
9. SamTrans Board Liaison Report – Meredith Park, Chair
10. Date and Time of Next Meeting: Wednesday, September 28, 2022 at 6:30 pm, via Zoom teleconference (additional location, if any, to be determined)
11. Adjourn

## Information for the Public

If you have questions on the agenda, please contact the District Secretary at 650-508-6242. Agendas are available on the SamTrans website at <https://www.samtrans.com/meetings>. 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:

<https://www.samtrans.com/meetings>

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 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.

### **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.

**San Mateo County Transit District  
1250 San Carlos Avenue, San Carlos, California**

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

**July 27, 2022**

**Members Present (Via Teleconference):** M. Adler, J. Baker, B. Gomez, A. Juarez (joined at 6:45 pm), N. Lacsamana, M. Lewis, A. Madrid (Vice Chair)

**Members Absent:** C. Carey, S. Appenrodt, S. Johnston, M. Park (Chair), D. Seibert

**Staff Present:** T. Dubost, J. Steketee, B. Adams, J. Brook

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

Vice Chair Alex Madrid called the meeting to order at 6:32 pm and requested that John Baker lead the Pledge of Allegiance.

**2. Roll Call**

CAC Secretary Jean Brook called the roll and noted six members present, one less than needed for a quorum, but a quorum was expected with another member confirmed to attend and delayed.

**3. Public Comment for Items Not on the Agenda**

Frank Liu asked about the status of various routes in the August runbook and made detailed suggestions.

*Items 4 and 5 were taken out of order to allow for the presence of a quorum to join prior to voting to approve the minutes.*

**5. Presentation: Brown Act Basics**

Brendan Adams, Legal Counsel, Hanson Bridgett LLP, provided the presentation.

*Allie Juarez joined the meeting at 6:45 pm.*

Nancy Lacsamana noted another legislative body that went from all teleconferencing to all in person with no public comments taken from non-attendees; she asked how the Brown Act applied to that situation. Mr. Adams said changing technology makes agencies without teleconferencing options appear suspect. He said change would likely be coming to require larger jurisdictions to have a teleconferencing option.

Vice Chair Madrid asked if the Chair had the option to adjust the public comment time limit if there were a lot of speakers. Mr. Adams said they had that option if the same time limit is extended to all speakers.

Allie Juarez asked if the Brown Act was specific to California only, and Mr. Adams said it was although other states have their own transparency laws.

#### **4. Approval of Meeting Minutes from June 29, 2022**

Motion/Second: Lacsamana/Lewis

Ayes: Adler, Baker, Gomez, Juarez, Lacsamana, Lewis, Madrid

Noes: None

Absent: Appenrodt, Carey, Johnston, Park, Seibert

#### **6. Report of the Chair**

Vice Chair Madrid said that he had no report.

#### **7. SamTrans Staff Update**

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

Ms. Juarez asked if people were being asked to exit through the back of the bus due to the pandemic. Ms. Dubost said they prefer that people exit from the back if they can, but they also have the option of exiting through the front door.

#### Public Comment:

John Paul Poritz said he preferred the old SamTrans website because it was possible to download PDFs of individual route schedules. He said the only way now to get a schedule is to get a paper copy on the bus if it is available, and noted that he was compelled to call Customer Service to get his route questions answered instead of being able to do self-service on the website.

#### **8. CAC Member Comments/Requests**

Mr. Baker said regarding the new route changes that some of the signage was unclear. He suggested that there should be a link to where you can find out the extent of the route changes.

Ms. Lacsamana said the website should show the current schedule because it is only showing the schedule that begins in August. Jonathan Steketee, Manager, Operations Planning, said he was working with the web team to fix the errors on the website. He said the temporary bus signs should have a link and a QR code listed at the bottom. Mr. Baker shared a photo of a sign that had a tiny owl to indicate the Owl (nighttime) service, which he said was very hard to read.

Ms. Juarez said she had been taking the bus more often lately and expressed concern that other riders were not distancing or wearing a mask. She asked if the social distancing or mask mandates may be coming back. Ms. Dubost said they were working closing with the San Mateo County Public Health Department and observing what other transit agencies are doing, and that social distancing and masking on buses is recommended but not required at this time.

Vice Chair Madrid said he agreed that the website and signage was confusing.

**9. SamTrans Board Liaison Report**

Vice Chair Madrid requested that Ms. Brook provide a summary of the July 6 Board meeting.

**10. Next Meeting**

Vice Chair Madrid said that the next meeting will be held Wednesday, August 31, 2022 at 6:30 pm via Zoom teleconference (additional location, if any, to be determined).

**11. Adjournment**

The meeting adjourned at 7:42 pm.

DRAFT