



BOARD OF DIRECTORS 2023

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Agenda Citizens Advisory Committee (CAC) Meeting

May 30, 2023, 4:30 pm

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Ave., San Carlos, CA

Members of the public may attend in-person or participate remotely via Zoom at <https://us06web.zoom.us/j/81661671711?pwd=blBoemd4WG1wUETrMEo3Y1cydlZSQTO9> or by entering Webinar ID: **816 6167 1711**, Passcode: **244123** 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.

Please Note the following COVID-19 Protocols for in-person attendance:

1. Visitors experiencing the following symptoms of COVID-19 may not enter the building:
 - Cough
 - Shortness of Breath
 - Fever
 - Chills
 - Muscle Pain
 - Sore Throat
 - Loss of Taste or Smell
2. Wearing of masks is recommended but not required.

Public Comments: Public comments may be submitted to publiccomment@smcta.com prior to the meeting's call to order so that they can be sent to the Committee as soon as possible, while those received after an agenda item is heard will be included into the Board's weekly correspondence and posted online at:

<https://www.smcta.com/whats-happening/board-directors-calendar>

Oral public comments will also be accepted during the meeting in person and 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.

TA Citizens Advisory Committee Members 2023: Barbara Arietta (Chair), Diana Bautista, Doug Bojack, Ivan Bucio, Ken Chin, John Fox (Vice Chair), Karen Kuklin, Sandra Lang, Jeff Londer, Gus Mattammal, Ethan Mizzi, Peter Ohtaki, Dave Reed, Mario Rendon, Mike Swire

Staff Liaison:
Peter Skinner, Executive Officer, Transportation Authority

CAC Secretary:
Jean Brook

Each public comment is limited to three minutes or less. The CAC 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.

The video live stream will be available during or after the meeting at <https://www.smcta.com/about-us/board-directors/video-board-directors>.

Tuesday, May 30, 2023

4:30 pm

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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
 4. Consent Calendar
 - 4.a. Approval of Minutes of the CAC Meeting of May 2, 2023 Motion

TA Board Meeting Agenda for June 1, 2023

- 4.b. **TA Board Item 6.b** Acceptance of Statement of Revenues and Expenditures for the Period Ending April 30, 2023 Motion
- 4.c. **TA Board Item 6.c** Acceptance of Capital Projects Quarterly Status Report for 3rd Quarter of Fiscal Year 2023 Motion
- 4.d. **TA Board Item 6.d** Establishing the Appropriations Limit for Fiscal Year 2024 Motion
- 4.e. **TA Board Item 6.e** Reprogramming and Reallocating \$1.92 Million in Measure A Funds from Savings in the Right-of-way Phase to the Construction Phase of the US 101/Broadway Interchange Reconstruction Project for Landscaping Activities Motion
5. **TA Board Item 6.a** Approval of Minutes of the Board of Directors Meeting of May 4, 2023 Informational
6. **TA Board Item 7.a** Recognizing Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month and Reaffirming a Commitment to Diversity, Equity, Access, and Inclusion Motion
7. **TA Board Item 10.a** Program Report: Peninsula Corridor Electrification Project Update Informational
8. **TA Board Item 11.a** Public Hearing: Adoption of Proposed Budget for Fiscal Year 2024 Motion
9. **TA Board Item 11.b** Programming and Allocation for the San Mateo County Shuttle Program Call for Projects for Fiscal Years 2024 and 2025 Motion

10. **TA Board Item 11.c** Conveyance to the State of California Department of Transportation of Grant Deeds to US 101/Broadway Interchange Reconstruction Project Properties Motion
11. **TA Board Item 11.d** Adoption of Revisions to the TA Procurement Policy Motion
12. **TA Board Item 12** State and Federal Legislative Update Informational
13. Report of the Chair Informational
14. Report from Staff Informational
15. Member Comments/Requests
Committee members may make brief statements regarding CAC-related areas of concern, ideas for improvement, or other items that will benefit or impact the TA or the CAC
16. Date/Time of Next Regular Meeting: Monday, July 3, 2023, 4:30 pm
The meeting will be accessible via Zoom teleconference and/or in person at the San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Please see the meeting agenda for more information.
17. Adjourn

Information for the Public

All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

If you have questions on the agenda, please contact the Authority Secretary at 650-508-6242. Assisted listening devices are available upon request. Agendas are posted on the TA website at <https://www.smcta.com/whats-happening/board-directors-calendar>. Communications to the Board of Directors can be emailed to board@smcta.com. *Free translation is available; Para traducción lláma al 1.800.660.4287; 如需翻译 请电1.800.660.4287*

Date and Time of Regular Meetings

The Transportation Authority (TA) meets regularly on the first Thursday of the month at 5:00 pm. The TA Citizens Advisory Committee (CAC) meets regularly on the Tuesday prior to the first Thursday of the month at 4:30 pm. Date, time and location of meetings may be changed as necessary. Meeting schedules for the Board and CAC are available on the TA website.

Location of Meeting

This meeting will be held in-person at: San Mateo County Transit District, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA. Members of the public may attend in-person or participate remotely via Zoom as per the information provided at the top of the agenda.

*Should Zoom not be operational, please check online at <https://www.smcta.com/whats-happening/board-directors-calendar> for any updates or further instruction.

Public Comment

Members of the public may participate remotely or in person. Public comments may be submitted by comment card in person and given to the CAC Secretary. Prior to the meeting's call to order, public comments may be submitted to publiccomment@smcta.com prior to the meeting's call to order so that they can be sent to the Board 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.smcta.com/whats-happening/board-directors-calendar>.

Oral public comments will also be accepted during the meeting in person, through Zoom, or the teleconference number listed above. Public comments on individual agenda items are limited to three minutes and one per person PER AGENDA ITEM. Each online commenter will be automatically notified when they are unmuted to speak. The Board 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

Written materials in appropriate alternative formats, disability-related modification/accommodation, as well as sign language and foreign language interpreters are available upon request; all requests must be made 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; 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, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

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

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

May 2, 2023

**Members Present:
(In Person)** B. Arietta (Chair), I. Bucio (joined at 4:54 pm), K. Chin, J. Fox (joined at 4:48 pm), S. Lang, J. Londer, G. Mattammal, P. Ohtaki (joined at 4:58 pm), M. Rendon, M. Swire

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

Members Absent: D. Bautista, D. Bojack, K. Kuklin, E. Mizzi, D. Reed

Staff Present: P. Skinner, P. Gilster, L. Millard-Olmeda, K. Kelly, A. Linehan, J. Brook

1. Call to Order/Pledge of Allegiance

Chair Barbara Arietta called the meeting to order at 4:38 pm and led the Pledge of Allegiance.

2. Roll Call

Jean Brook, CAC Secretary, called the roll and confirmed that a quorum was not yet present.

3. Public Comment for Items Not on the Agenda

There were no comments.

Chair Arietta opted to wait to hear Item 4 Consent Calendar until a quorum was present.

5. TA Board Item 5.a Approval of Minutes of the Board of Directors Meeting of April 6, 2023

There were no comments.

6. TA Board Item 10.a San Mateo US 101 Express Lanes Final Quarterly Project Update

Peter Skinner, Executive Officer, Transportation Authority, introduced Leo Scott, Co-Project Manager, Gray-Bowen-Scott, who provided the presentation.

John Fox arrived 4:48 pm.

Mike Swire asked how the CAC members could get invitations to ribbon cutting events. Ms. Linehan said they would make announcements in the future.

Ken Chin asked where is the landscaping going to be. Mr. Scott said there are small spots here and there where planting can go and the architects are trying to maximize the space.

Ivan Bucio arrived at 4:54 pm.

Mr. Chin thanked Mr. Scott for all his hard work on the project.

Sandra Lang said she had not received an invitation to the project ribbon cutting. Mr. Skinner said that only the Chair and Vice Chair had been invited due to space limitations.

Mr. Swire asked if the CAC would receive any updates on express lanes operations in the future. Mr. Skinner said the CAC and Board would continue to receive quarterly updates on the operations of the lanes.

Peter Ohtaki arrived at 4:58 pm.

Chair Arietta confirmed that a quorum was present and Item 4 Consent Calendar was heard.

4. Consent Calendar

4.a. Approval of Minutes of the CAC Meeting of April 4, 2023

TA Board Meeting Agenda for May 4, 2023

4.b. TA Board Item 5.b Acceptance of Statement of Revenues and Expenditures for the Period Ending March 31, 2023

4.c. TA Board Item 5.c Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook

4.d. TA Board Item 5.d Call for a Public Hearing at the June 1, 2023 Meeting on the Proposed Budget for Fiscal Year 2024

Motion/Second: Lang/Londer

Ayes: Arietta, Bucio, Chin, Fox, Lang, Londer, Mattammal, Ohtaki, Rendon, Swire

Absent: Bautista, Bojack, Kuklin, Mizzi, Reed

7. TA Board Item 10.b San Mateo County Shuttle Program Call for Projects Fiscal Year 2024 and 2025 Draft Recommendations

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

Jeff Londer asked what the match percentage was and how it was determined. Mr. Gilster said that based on the TA's evaluation criteria, it is a sliding scale; the more match you give, the more points you get for that criteria. He noted that the minimum match required is 25 percent.

Peter Ohtaki asked if they could do a comparison to pre-pandemic levels and inquired if any shuttle manufacturers were introducing EV (electric vehicle) shuttles. Mr. Gilster said he would come back later in the year with a comparison. He said no shuttle proposal this year includes clear-air vehicles. Mr. Skinner noted the transition to clean air vehicles would take a few years.

Ms. Lang asked if there was an effort to get applicants in at the beginning. She asked if cities applied to have shuttles or did the TA reach out first. Mr. Gilster said outreach was done to all the cities ahead of releasing the call for projects. He said the funding for the shuttle program was limited to operations.

Mr. Swire asked what the cost per person per trip. Mr. Gilster said he would find out the information and get back to him.

8. TA Board Item 11.a Preliminary Budget for Fiscal Year 2024

Ladi Millard-Olmeda, Director, Budgets and Financial Analysis, provided the presentation.

Mr. Ohtaki said the allocations for both Measure A and Measure W are looked at as a decrease of 7 percent. Ms. Millard-Olmeda said the decrease is the result of a major budget true-up of the prior year's sales tax receipts.

John Fox noted that the TA took out a loan against future revenues for the 101 express lanes. He asked how the TA is doing in regards to the revenue projections. Mr. Skinner said because the lanes opened in March during a wet month, they do not have enough good data for the full 22-mile corridor. He said in the next quarter, they should have enough data to update projections and make policy decisions based on actual usage and revenue collection for the full corridor.

Gus Mattammal asked about the decrease of 7 percent. Ms. Millard-Olmeda said there was a corresponding increase on Line 24 due to the sales tax true-up.

Mr. Swire asked if the TA could use the highway money to start repaying the loan interest now. Mr. Skinner said they are currently using the capitalized interest until February 2024, by which time the TA will have a clearer picture of the revenue being generated by the express lanes. He said it would not be a prudent financial decision for the TA to start paying out of the highway category until more information about the revenue-generation potential of the express lanes is available.

Ms. Lang asked about the process for programming and allocating paratransit funding. Ms. Millard-Olmeda said the funds go to SamTrans towards paying for paratransit services. Mr. Skinner noted that the Board programs and allocates the funds on an annual basis, typically in July.

Mr. Chin suggested the TA could take some highway funds to pay off some of the express lanes bonds. Mr. Skinner reiterated the information on the use of capitalized interest and noted that Treasury staff could provide more detailed information related to the repayment requirements at the next quarterly presentation on the performance of the bonds.

9. TA Board Item 12 State and Federal Legislative Update and Approval of Legislative Proposal: Support Assembly Bill (AB) 557 (Hart)

Amy Linehan, Government and Community Affairs Officer, provided a summary of federal and state legislation.

On the federal side, she said there had been some progress on the appropriations committee and subcommittee mark-up process. She said the House was working on a top-line budget number.

On the state side, she said budget hearings would continue until the Governor puts out his May revise.

She said staff is recommending the TA support Assembly Bill (AB) 557, which would codify AB 361 to increase the flexibility to agencies to meet remotely during states of emergency.

Mr. Mattammal asked why the TA was being asked to support a bill with only a temporary effect. Ms. Linehan said the bill would just continue the emergency procedures that were put in place by AB 361.

Ms. Lang asked who determines the emergency situations. Ms. Linehan said an emergency would need to be declared by the Governor.

Motion/Second: Rendon/Lang

Ayes: Arietta, Bucio, Chin, Fox, Lang, Londer, Mattammal, Ohtaki, Rendon, Swire

Absent: Bautista, Bojack, Kuklin, Mizzi, Reed

10. Report of the Chair

Chair Arietta announced the upcoming TA CAC recruitment period from May 4 through June 2.

11. Report From Staff

Mr. Skinner said the report was in the packet.

12. Member Comments/Requests

Mr. Swire asked for more detail to be included in the Report of the Citizens Advisory Committee.

Mr. Mattammal said he was curious to see how the budgets evolve in the face of a debt ceiling and projected recession.

13. Date/Time of Next Regular Meeting

Chair Arietta announced that the next meeting would be held on Tuesday, May 30, 2023, at 4:30 pm in person at the SamTrans Auditorium and via Zoom teleconference.

14. Adjourn

The meeting adjourned at 6:15 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.



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APRIL CHAN
EXECUTIVE DIRECTOR

Memorandum

Date: May 25, 2023
To: TA Board of Directors
From: April Chan, Executive Director

State Route 1/Manor Drive Overcrossing Improvement Project

The State Route 1/Manor Drive Overcrossing Improvement project will reconstruct the existing overcrossing to improve traffic flow, safety, enhance pedestrian/bicycle access and widen the Manor Drive overcrossing of State Route between Palmetto Avenue and Oceana Boulevard in the City of Pacifica. The Project is led by the City, in cooperation with the California Department of Transportation (Caltrans), and the San Mateo County Transportation Authority (TA).

The project is currently in the Project Initiation Document (PID) phase, which is anticipated to be complete in fall 2023. As part of the PID phase, the City of Pacifica recently hosted a community meeting on Tuesday, April 18, 2023, to discuss the Project with community members. Approximately eighty (80) community members attended the meeting and the City's project team presented information about the project and answered attendee questions. This was the third and final community meeting held as part of the PID phase.

Both the PID and the upcoming environmental clearance phase are funded by \$2,700,000 in Measure W Highway Program Category funds along with \$300,000 in matching funds from the City of Pacifica.

San Mateo Countywide Autonomous Vehicles Strategic Plan Kick-off

The TA and C/CAG are collaborating to develop a strategic plan for shared, connected and automated vehicles (AV) in San Mateo County. This plan builds on the TA's virtual workshop titled "Towards an Autonomous Future in San Mateo County", which was held in November 2021. The development of a Countywide AV Strategic Plan (Plan) was one of the recommended actions identified by stakeholders at the workshop to bring attention to the advent of AVs in the county and to help better understand what impact AVs may have on our local roads and communities.

The objective of the Plan is to identify the current state of AV in the county, establish a shared-vision for AV development, identify opportunities for AV pilots and other AV-related projects, and to develop an AV action plan with prioritized next steps.

TA staff and the consultant team had a kickoff meeting in April and immediate next steps are focused on identifying existing conditions in the region. The project will also include one public workshop in the fall of 2023 to gather feedback on the draft Plan from a broader community audience and the final Plan will be completed in spring 2024. Updates will be provided to the Board as the Plan development progresses.

Smart Growth America Complete Streets Leadership Academy – El Camino Real Demonstration Project

TA staff is partnering with the City of South San Francisco, Caltrans, SamTrans, and the San Mateo County Office of Education in the Smart Growth America's (SGA) Complete Streets Leadership Academy Program. The Complete Streets Leadership Academy Program is intended to help state Departments of Transportation and local communities work together to implement SGA's National Complete Streets Coalition program into practice, engage in peer learning, and improve cross-jurisdictional coordination.

As part of the program the City of South San Francisco is leading a temporary demonstration project to implement a protected bike lane and floating bus islands along El Camino Real between Ponderosa Road and Spruce Avenue. The temporary improvements will be installed by July 13, 2023 and are expected to remain on El Camino Real for two to three months. Once implemented, this will be the largest demonstration project supported by Caltrans in the entire state. Data will be collected during the operation of the project to inform future planning initiatives along El Camino Real, including the City of South San Francisco's forthcoming El Camino Real Master Plan, which is funded through Cycle 6 of the Pedestrian and Bicycle Program.