



## Agenda

### Community Advisory Committee (CAC) Meeting San Mateo County Transportation Authority

October 8, 2024, 4:30 pm

Bacciocco Auditorium, 2nd Floor  
1250 San Carlos Avenue, San Carlos, CA 94070

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](mailto: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 Community Advisory Committee Members 2024:** Barbara Arietta (Chair), Ivan Bucio, Giuliano Carlini, Nheeda Enriquez, John Fox (Vice Chair), Rich Hedges, Karen Kuklin, Sandra Lang, Jeff Londer, Gus Mattammal, Peter Ohtaki, 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/video-board-directors>.

**Tuesday, October 8, 2024**

**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 September 3, 2024 Motion

**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 Motion
    - 4.c. **TA Board Item 5.c** Acceptance of Statement of Revenues and Expenditures for the Period Ending August 31, 2024 Motion
  5. **TA Board Item 5.a** Approval of Minutes of the Board of Directors Meeting of September 5, 2024 Informational
  6. **TA Board Item 5.d** Approval of the 2025 Board of Directors Meeting Calendar Informational
  7. **TA Board Item 10.a** Adopting the Regional Transit Connections Plan Motion
  8. **TA Board Item 10.b** Strategic Plan 2025-2029 Update Informational
  9. **TA Board Item 10.c** Countywide Automated Vehicles (AV) Strategic Plan – Final Draft Informational
  10. **TA Board Item 11** Legislative Update Informational
  11. Report of the Chair Informational
  12. Report from Staff Informational
    - 12.a. Amending the Rules of Procedure for the San Mateo County Transportation Authority Community Advisory Committee Motion
  13. 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*

14. Date/Time of Next Regular Meeting: Tuesday, November 5, 2024, 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.*

15. 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 650-551-6108. 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](mailto:board@smcta.com). *Free translation is available; Para traducción llámanos 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 Community 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](mailto: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; 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, 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, 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**

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

**September 3, 2024**

**Members Present:** B. Arietta (Chair), I. Bucio, G. Carlini, N. Enriquez, J. Fox (Vice Chair) (left  
**(In Person)** at 6:15 pm), K. Kuklin, S. Lang, J. Londer, G. Mattammal

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

**Members Absent:** R. Hedges, P. Ohtaki, M. Swire

**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 4:32 pm and requested that Nheeda Enriquez lead 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 July 30, 2024**

**TA Board Meeting Agenda for September 5, 2024**

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

**4.c. TA Board Item 5.c Acceptance of Capital Projects Quarterly Status Report for 4th Quarter Fiscal Year 2024**

**4.d. TA Board Item 5.d Programming and Allocating \$250,000 in New Measure A Funds for the City/County Association of Governments of San Mateo County (C/CAG) for the Countywide Transportation Plan**

Sandra Lang requested to pull Items 4.c and 4.d.

The Committee voted to approve Item 4.a:

Motion/Second: Fox/Enriquez

Ayes: Arietta, Bucio, Carlini, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal

Noes: None

Absent: Hedges, Ohtaki, Swire

The Committee voted to approve Item 4.b:

Motion/Second: Fox/Enriquez

Ayes: Arietta, Bucio, Carlini, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal

Noes: None

Absent: Hedges, Ohtaki, Swire

Ms. Lang asked for clarification about Item 4.c being a motion. Peter Skinner, Executive Officer, Transportation Authority, said it was a motion to accept the report.

The Committee voted to approve Item 4.c:

Motion/Second: Kuklin/Fox

Ayes: Arietta, Bucio, Carlini, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal

Noes: None

Absent: Hedges, Ohtaki, Swire

Regarding Item 4.d, Ms. Lang asked if C/CAG was receiving funds for consulting. Patrick Gilster, Director, Planning and Fund Management, confirmed that C/CAG was bringing on a consultant to assist with the update of the Countywide transportation plan, as required by MTC (Metropolitan Transportation Commission).

Ms. Enriquez asked if the allocation was in line with prior TA contributions. Mr. Gilster said this request is higher and the TA has agreed to a 50-50 cost share with C/CAG.

The Committee voted to approve Item 4.d:

Motion/Second: Lang/Kuklin

Ayes: Arietta, Bucio, Carlini, Enriquez, Fox, Kuklin, Lang, Londer, Mattammal

Noes: None

Absent: Hedges, Ohtaki, Swire

## **5. TA Board Item 5.a Approval of Minutes of the Board of Directors Meeting of August 1, 2024**

There were no comments.

## **6. TA Board Item 10.a Regional Transit Connections Plan Public Review Draft**

Mr. Gilster provided the presentation.

Karen Kuklin asked if they would be accruing the taxes and making fund estimates every four years, which Mr. Gilster confirmed.

Ms. Enriquez asked how they arrived at the four-year cycle. Mr. Gilster said larger transit agency projects take longer to complete, and the transit agencies are supportive of this approach.

Mr. Gilster commented on the survey responses, saying that most of the engagement was in San Mateo County with some in adjacent counties.

Giuliano Carlini asked if they talked to any cycling organizations regarding issues such as first/last mile. Mr. Gilster said discussions about the first/last mile category would happen between the transit agency and the groups themselves.

Chair Arietta asked about the status of the Manor Drive Overcrossing Improvement Project. Mr. Gilster said they are not proposing to move that project out of the highway category, which would make the project eligible in the next highway cycle in 2025.

Mr. Carlini asked why the first/last mile is capped at three miles, saying that the main reason people do not take transit is because of the first/last mile commuting. Mr. Gilster said that while first/last mile access is important, the Regional Transit Connections (RTC) program was developed to focus on the transit element first.

Public Comment:

Chris Florkowski there is a direct link between ridership levels and the first/last mile problem, which needs to be solved.

**7. TA Board Item 11.a US 101 Express Lanes: Semiannual Update on Variable Rate Bonds and Express Lanes Performance**

Kevin Beltz, Manager, Treasury Debt and Investments, provided the initial part of the presentation on the variable rate bonds.

Vice Chair John Fox said the revenue from the tolling operations was supposed to be sufficient pay off the loan. Mr. Beltz said revenues are sufficient to cover the loan and once the reserves are funded to their required levels, they will be able to meet principal payment deadlines.

Lacy Vong, Policy Program Manager, San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA), provided the presentation on the Express Lanes Operations, which included highlights on quarterly performance.

Vice Chair Fox asked about invoiced violations versus collection of fees/penalties. He asked how to incentivize express lanes users to be honest. Ms. Vong said drivers who mis-declare their occupancy will risk getting an occupancy violation of \$490. She said that unlike with the bridges, there is no invoicing for usage of the express lanes. She said the violations are for people without FasTrak accounts, and include the toll amount plus a penalty. Vice Chair Fox requested receiving a summary of enforcement. He asked for people relying on IBT (image-based tolling) if there could there be a different pricing structure to incentivize them to get FasTrak. Ms. Vong said there are discussions going on across the region regarding establishing an IBT surcharge.

Chair Arietta said she disagreed with paying overtime to CHP (California Highway Patrol) to provide enforcement. Ms. Vong said express lane operators statewide are required by State law to use CHP for toll enforcement. Mr. Skinner said changing the enforcement process would require a change to state legislation.

Ms. Kuklin said it may not be convenient for people to obtain toll tags and suggested pop-up locations for commuters to obtain the transponders. She noted that rental car agencies may charge \$15 per day for a transponder. Ms. Vong said there have been popups, such as one at the San Mateo County Fair in June.

Ivan Bucio asked if the Committee could have a graph of the toll revenue per quarter instead of community. He asked if there was a maximum value of assessed tolls. Ms. Vong said there is an operational max. Mr. Bucio noted that you get charged double if you travel in both the Santa Clara and San Mateo express lanes.

Mr. Carlini requested data for VMT (vehicle miles traveled). Ms. Vong said they do not monitor that for the express lanes. Mr. Skinner said it would be up to the JPA (San Mateo County Express Lanes Joint Powers Authority) Board whether they wanted that data collected. Regarding the heat map, he suggesting having the foundation data to analyze. Regarding the Community Transportation Benefits Program, would the mobility debit card track usage, which Ms. Vong confirmed.

*Vice Chair John Fox left the meeting at 6:15 pm.*

Public Comment:

Chris Florkowski said she would like to see data on carpooling and transit use.

Mike Swire said the presentation is providing a spin to paint a positive picture and is unsatisfactory as it does not provide enough supporting data. He requested data about what percentage of users requesting HOV 3 (high-occupancy vehicle with three or more people) are cheating. He asked why the tolls are only in effect between 5:00 am and 8:00 pm, which represents 44 percent of the time, and not during other times.

*The meeting recessed from 6:24 to 6:29 pm.*

**8. TA Board Item 12 State and Federal Legislative Update**

Michael Wright Petrik, Government and Community Affairs Officer, provided a summary of federal and state legislation.

On the federal side, she said Congress would have three weeks to pass a continuing resolution to keep the government running to November.

On the state side, she said the California Transportation Commission (CTC) approved fund estimates and guidelines for the next round of Senate Bill (SB) 1 competitive grant programs in August.

Ms. Lang asked if the regional funding measures would go into the legislative proposals. Ms. Wright Petrik said they would be covered in the upcoming draft of the TA 2025 legislative program.



Public Comment:

Mike Swire noted Senate Bills (SB) 960 and 961 would require warning lights in cars to indicate when drivers are speeding.

**9. Report of the Chair**

Chair Arietta discussed her report in the packet about the launch of electrified Caltrain service starting September 21. She said there was a promotional discount for youth. She noted celebrations on September 21 and 22 at the Palo Alto and San Mateo stations.

**10. Report from Staff**

Mr. Skinner said the report was in the packet. He noted the Broadway Burlingame grade separation cost increase. He said they are working with Caltrain and the City of Burlingame to explore options to redesign the project to reduce the total project cost. He added that the project is the number-one priority grade separation in the state.

Mr. Skinner introduced Sue-Ellen Atkinson, the TA's new Manager of Planning and Fund Management.

**11. Member Comments/Requests**

Ms. Lang said she felt that the CHP toll enforcement payments did not need to be legislated.

Mr. Bucio suggested asking the contractors to re-bid the Broadway Burlingame grade separation construction.

Mr. Carlini said he was supportive of increasing the frequency of Caltrain service to be comparable with such service in other industrialized areas. He noted the Board turned away a CAC applicant.

Public Comment:

Mike Swire thanked staff for attending the bike summit. He said he had enjoyed riding the electric train since the soft launch.

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

Chair Arietta announced that the next meeting would be held on Tuesday, October 8, 2024, at 4:30 pm in person at the SamTrans Auditorium and via Zoom teleconference.

**13. Adjourn**

The meeting adjourned at 6:56 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).



CARLOS ROMERO, CHAIR  
JULIA MATES, VICE CHAIR  
NOELIA CORZO  
ANDERS FUNG  
RICO E. MEDINA  
RAY MUELLER  
MARK NAGALES

APRIL CHAN  
EXECUTIVE DIRECTOR

## Memorandum

**Date:** October 3, 2024  
**To:** TA Board of Directors  
**From:** April Chan, Executive Director

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### **US 101/Broadway Interchange Landscaping**

As reported to the Board in November 2023, the landscaping phase of the US 101 Broadway Interchange project was restarted, and the TA was established as the implementing agency for the construction of the landscaping. Since that time, TA staff completed the final design of the landscaping, issued two proposal requests for design support during construction and construction management services, and issued an Invitation for Bids (IFB) to solicit bids for construction. In September 2024, two bids were received for the landscaping work, both were approximately 25 percent below the engineer's estimate of \$1,600,000. Board award of the construction contract is anticipated in December with construction starting in spring 2025. There are sufficient funds remaining in the Broadway project budget to complete all work, including the 3-year plant establishment period. Award of this construction contract will mark a significant milestone for the TA, as it will be the first time our agency will be responsible for advertising, awarding and administering a construction contract.

### **Alpine Road Corridor Improvement Project**

This project aims to improve safety and access along the 1.8-mile stretch of Alpine Road from Stowe Lane to south of La Mesa Drive for all roadway users. The planning phase of this project was funded by \$990,000 in Cycle 6 Pedestrian and Bicycle Program funding along with \$100,000 in local match from the County of San Mateo. The award includes \$100,000 in Technical Assistance from the TA to lead the implementation of the initial planning work. As part of the planning process, the TA is assisting the County with defining the potential project alternatives, which includes conducting two community meetings to gather feedback and concerns on the potential alternatives. The content of each meeting will be the same and people have the option to join in person or remotely. The meetings will be held at Woodland School in Portola Valley at 6 p.m. on October 16, 2024, and on November 13, 2024.

### **101 Corridor Connect – Mid-County Multimodal Strategy Launch**

The San Mateo County Transportation Authority's (TA) vision for US 101 is to be an interconnected corridor which serves the needs of all travelers in San Mateo County, regardless of how they choose to travel. To meet this goal the TA initiated the 101 Corridor Connect

Program which includes developing Multimodal Strategies in North, Mid, and South County. Each Multimodal Strategy focuses on a one-mile area on either side of the US 101 to fund and prioritize transportation projects. Transportation projects can include active transportation, public transit, as well as highway and local road improvements which will be considered for inclusion in the strategy and prioritized for future funding efforts.

The project team has finished analyzing the northern part of the county and is now working to launch the mid-county area effort, including cities like Burlingame, San Mateo, and Foster City, as well as surrounding unincorporated areas. In early October, TA staff will start engaging the community and our local jurisdiction partners to understand current travel patterns and needs through an online survey, presentations, pop-up events, and short videos. This feedback will help understand the community's priorities for transportation along the corridor, which will then be used to develop a draft list of recommended projects to include in the strategy.

Please visit the Mid-County Multimodal webpage for more information and a list of upcoming outreach events: [www.smcta.com/MidCountyMultimodal](http://www.smcta.com/MidCountyMultimodal).

### **2024 Ped/Bike and ACR/TDM CFP Update**

The TA released the 2024 Cycle 7 Pedestrian and Bicycle Program, and the 2024 Cycle 2 Alternative Congestion Relief/Transportation Demand Management Program (ACR/TDM) Calls for Projects (CFPs) in early June with applications due on August 30, 2024. The TA announced that \$19 million in Ped/Bike funds and \$6 million in ACR/TDM funds would be available for project awards. In total, 24 Ped/Bike applications were received with approximately \$26 million in requests. However, only nine ACR/TDM applications were received totaling \$1.4 million in requests.

TA staff is working with the ACR/TDM applicants to understand some of the limiting factors on applications due to the undersubscription of the available funds. The Evaluation Committee is currently reviewing all the proposals and draft recommendations will be presented at the November TA Board meeting with award of funds anticipated in December.

**Report of the Chair  
TA CAC Meeting of October 8, 2024**

**by Barbara Arietta, CAC Chair**

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.

**San Mateo County Transportation Authority  
Staff Report**

To: Community Advisory Committee

From: Peter Skinner, Executive Officer, Transportation Authority

Subject: **Amending the Rules of Procedure for the San Mateo County Transportation Authority Community Advisory Committee**

**Action**

Staff and the Rules of Procedure Ad Hoc Advisory Committee (ad hoc committee) recommend the San Mateo County Transportation Authority (TA) Community Advisory Committee (CAC) adopt the amended Rules of Procedure included as Attachment A.

**Significance**

In July 2024, the TA Board of Directors (Board) updated its Rules of Procedure to reflect current best practices for public boards, covering topics including, but not limited to, the conduct of meetings, the taking of minutes, and Board/Public Communications, and also changing the name of the Citizens Advisory Committee to the Community Advisory Committee. By default, the Board's Rules of Procedure flow down to the CAC; however, the Board's rules as well as the current CAC Rules of Procedure are silent on the process to elect a CAC Chair and Vice Chair. As a result, an ad hoc committee of the CAC has met and suggested policies for the election of the CAC Chair and Vice Chair, including:

- Reaffirming the ceremonial role of the Chair and requiring attendance at Board meetings, when possible;
- Establishing that candidates for the Chair and Vice Chair must have served two (2) years and one (1) year on the CAC, respectively;
- Requiring CAC members wishing to serve as Chair or Vice Chair to notify the Authority Secretary, or designee, prior to the first meeting of the year;
- Providing that at the first meeting of each year, CAC members will have the ability to nominate candidates from the list of interested candidates, and nominated candidates will be given one (1) minute each to speak regarding their candidacy; and
- Stating that when voting for CAC officers, members of the CAC may consider the candidates' leadership qualities, ability to conduct meetings of the CAC expeditiously and fairly, and willingness to represent positions of the TA Board in the broader community, even when such positions do not align with the CAC officers' personal views.

The proposed updated Rules of Procedure reflect the ad hoc committee's recommendations, staff and Legal Counsel's recommendations, and the most pertinent provisions of the TA Board's updated Rules of Procedure.

**Budget Impact**

There is no budget impact associated with the requested action.

**Background**

The CAC, which was created with implementation of the TA’s original Measure A, adopted by the voters of San Mateo County in 1988, is subject to a very basic set of basic Rules of Procedure that no longer reflect best practices for advisory groups of this nature.

Earlier this year, the TA Board directed its General Counsel to evaluate the TA’s Rules of Procedure through a modern lens, and to propose revisions to update them in line with the expectations and protocols now commonplace in the public sector. Following adoption of the TA Board’s new Rules of Procedure, staff, Legal Counsel and the ad hoc committee reviewed the CAC’s Rules of Procedure to bring them into alignment with the new Board Rules. The attached proposed Rules of Procedure would apply expectations and protocols to the CAC that are consistent with those applicable to the Board and would establish procedures for election of CAC officers.

Prepared By: Peter Skinner Executive Officer, Transportation Authority (650) 622-7818

# **SAN MATEO COUNTY TRANSPORTATION AUTHORITY RULES OF PROCEDURE FOR COMMUNITY ADVISORY COMMITTEE**

## **I. DUTIES**

1. The TA Community Advisory Committee ("CAC" or "Committee") is a single-purpose committee. Its responsibility is to provide input and information to the Authority's Board of Directors through reports of the Chair and votes in favor or against planned Board of Directors' actions.
2. The Committee is to represent many points of view in the community and to provide the Board with advice based on a full spectrum of concerns and perspectives.
3. As the title implies, the duties of the Committee are strictly advisory. The Committee has no authority to set policy, procedures, regulations, or to direct staff.
4. Committee members will provide, upon request, sound and current information and recommendations that will broaden the scope of input and understanding for the Authority.
5. Provide the Authority with a broader base of experience and expertise than the Authority might otherwise have.

## **II. CODE OF CONDUCT**

Committee members will conduct themselves in a manner consistent with the law, Authority policies, good judgment, and Sections IV and V of the Authority Board of Directors' Rules of Procedure, attached. In the event of a conflict between these rules and the Authority Board of Directors' Rules of Procedure, the latter will control. It is up to each member to maintain a professional, safe and productive environment.

## **III. TERM OF APPOINTMENT**

The CAC serves at the pleasure of the Authority Board and the term of appointment should be three years with staggered terms, five members each year. If a member resigns, the Authority Board will assign a new member to finish the term left vacant.

## **IV. CHAIR**

The Chair is a ceremonial position and it is the duty of the Chair to preside at all meetings of the Committee. The Chair may also regulate the order of presentations to the Committee, regulate the time allowed to each person making such presentation, maintain the orderly conduct of business, and serve as the spokesperson to the Authority Board. The Chair will prepare reports to the Authority

Board or delegate this duty to a member of the Committee. The Chair will attend Authority Board meetings, when possible.

**V. VICE CHAIR**

The Vice Chair will perform the duties of the Chair in his or her absence or incapacity, and in case of a vacancy of the office of Chair will succeed to that office. In the absence of the Chair and Vice Chair, the Committee will appoint a presiding officer pro tempore from among the members present. The Vice Chair will attend Authority Board meetings, when possible.

**VI. CHAIR AND VICE CHAIR ELECTIONS**

The Chair and Vice Chair will be elected by the CAC at the first meeting of the calendar year and each year thereafter. In order to be eligible to be Chair, a candidate must have served on the CAC for at least two years. In order to be eligible to be Vice Chair, a candidate must have served on the CAC for at least one year. The Chair and Vice Chair may serve no more than three consecutive terms in the same position.

The Authority Secretary will notify eligible candidates in advance of the first meeting of the calendar year. To be considered for nomination, interested candidates must notify the Authority Secretary that they wish to be considered. Interested candidate names will be announced at the first meeting of the year. CAC members may nominate candidates from the list. Once nominated, candidates may speak for up to one minute. No written materials may be submitted. In casting votes for Chair and Vice Chair, members of the CAC may consider the candidate's leadership qualities, ability to conduct meetings of the CAC expeditiously and fairly, and willingness to represent and implement positions suggested to and/or adopted by the Board when such positions are at variance with their political views, as well as any other factors deemed pertinent.

**VII. REGULAR MEETINGS**

Regular meetings of the CAC will normally be held on the Tuesday preceding the first Thursday of every month at 4:30 pm. in the Auditorium of the San Mateo County Transit District headquarters, located at 1250 San Carlos Avenue, San Carlos, California. In 2025, the District plans to relocate its administrative building to 166 N. Rollins Road in Millbrae, California and when that occurs, the CAC's meetings will be held in the Board Room at that location.

**VIII. QUORUM REQUIREMENTS**

The majority and/or quorum of the CAC will be the majority of those currently appointed, provided that the majority vote is not less than seven (7) members.



**IX. ATTENDANCE POLICY**

1. The Transportation Authority CAC recognizes and understands the occasional need to be absent from a scheduled meeting. However, it is expected that each member attend every meeting to the maximum extent possible. This is particularly important due to the legal requirement that the CAC can take no formal action without the majority of the **members'** (not just those attending) votes.
2. We will assume that a member has submitted his or her resignation if, during the **current calendar year** there have been:
  - a) More than three (3) unexcused absences OR
  - b) More than three (3) consecutive absences
3. An absence will be considered excused if the member contacts the CAC Secretary (normally by email) in advance of the meeting.
4. The Committee Chair will notify any member who has missed two meetings during **the current calendar year** to remind the member of this policy.
5. In unusual individual circumstances, the Committee Chair may extend the maximum number of absences in any category by one (1).

**X. AGENDA**

Prior to every meeting of the CAC, staff will prepare an agenda based on the Authority Board of Directors' next meeting agenda. The CAC meeting agenda sets forth a brief general description of each item of business to be discussed by the CAC. Except as permitted by law, no matters other than those on the agenda will be acted upon by the CAC.

**XI. ROSENBERG'S RULES OF ORDER**

All rules of order not herein provided for will be determined in accordance with the latest revised edition of Rosenberg's Rules of Order.

**XII. COMMUNICATION WITH THE MEDIA**

Consistent with Section II of the Authority Board of Directors' Rules of Procedure, as a general rule, the Chair of the Board of Directors serves as the spokesperson for the Board and its committees. CAC Members have no authority to communicate with the media on behalf of the CAC or Authority. If a CAC Member receives a media inquiry related to Authority or CAC business, the member should forward that inquiry to the Executive Officer, Transportation Authority for response.

**XIII. COMMUNICATION IN PRIVATE CAPACITY**

Consistent with Section II of the Authority Board of Directors' Rules of Procedure, when presenting their individual opinions and positions, Committee Members will explicitly state they do not represent the Authority or CAC, nor will they allow the inference that they do. Committee Members should keep in mind that even when they are speaking as private individuals, the audience could nevertheless hear and attribute their comments as a position of the Authority or CAC. If Committee Members send correspondence stating their personal views related to Authority business and use their title as a Committee Member, such correspondence should clearly state that the statements are the view of the sending Committee Member and not the official position of the Authority or CAC. The sending Committee Member should convey a copy of such correspondence to the Executive Officer, Transportation Authority, and/or Authority Secretary, who will circulate it to the other Committee Members and the Authority Board for their information. Committee Members may not use Authority letterhead, the Authority logo or seal or any functional electronic equivalent thereof.

**XIV. ELECTRONIC COMMUNICATIONS**

Consistent with Section III of the Authority Board of Directors' Rules of Procedure, to the extent feasible, Committee Members are expected to limit their use of personal electronic devices during public meetings to only those uses necessary to facilitate their participation in such meetings. Examples of necessary uses include review of agenda materials, notes or related information assembled prior to the meeting, or taking notes on information shared during the meeting. If Committee Members receive public or stakeholder input during Committee meetings on matters before the Authority via their personal electronic devices, they are encouraged to disclose such communications for the record of the meeting and for the benefit of the Committee's consideration.

Committee Members understand and agree that by using their personal electronic devices during a public meeting, the information on those devices may become subject to discovery, Public Records Act, or other requests, and they agree to cooperate with the Authority in responding to such requests including through direct access to their devices as necessary in order to allow the Authority to comply with law or court orders or to defend itself in any action.

# SAN MATEO COUNTY TRANSPORTATION AUTHORITY

## RULES OF PROCEDURE FOR ~~CITIZENS~~COMMUNITY ADVISORY COMMITTEE

### I. DUTIES

1. The TA Community Advisory Committee ("CAC" or "Committee") is a single-purpose committee. Its responsibility is to provide input and information to the Authority's Board of Directors through reports of the Chair and votes in favor or against planned Board of Directors' actions.
2. The Committee is to represent many points of view in the community and to provide the Board with advice based on a full spectrum of concerns and perspectives.
- ~~4.3.~~ As the title implies, the duties of the Committee are strictly advisory. ~~The membership is to provide input and information to the Authority, and present formal recommendations. The Committee has no authority to set policy, procedures, regulations, or to direct staff.~~
- ~~2.4.~~ Committee members will provide, upon request, sound and current information and recommendations that will broaden the scope of input and understanding for the Authority.
- ~~3.5.~~ Provide the Authority with a broader base of experience and expertise than the Authority might otherwise have.

- ~~1. Act as liaison with good, timely communication capabilities between the public and the Authority.~~

### II. CODE OF CONDUCT

Committee members will conduct themselves in a manner consistent with the law, Authority policies, good judgment, and Sections IV and V of the Authority Board of Directors' Rules of Procedure, attached. In the event of a conflict between these rules and the Authority Board of Directors' Rules of Procedure, the latter will control. It is up to each member to maintain a professional, safe and productive environment.

### ~~II.~~III. TERM OF APPOINTMENT

The CAC serves at the pleasure of the Authority Board and the term of appointment should be three years with staggered terms, five members each year. If a member resigns, the Authority Board will assign a new member to finish the term left vacant.

### **III.IV. CHAIR**

The Chair ~~shall be elected by the CAC at the first meeting of the calendar year~~ is a ceremonial position and ~~each year thereafter. Term of office does not preclude the possibility of being re-elected for a second term.~~

~~It shall be~~ it is the duty of the Chair to preside at all meetings of the ~~CAC~~ Committee. The Chair may also regulate the order of presentations to the Committee ~~and may also~~ regulate the time allowed to each person making such presentation, maintain the orderly conduct of business, and serve as the spokesperson to the Authority Board. The Chair will prepare reports to the Authority Board or ~~who is allowed to speak.~~ delegate this duty to a member of the Committee. The Chair will attend Authority Board meetings, when possible.

### **IV.V. VICE CHAIR**

~~The Vice Chair shall be elected at the first meeting of the calendar year and each year thereafter. Term of office does not preclude the possibility of being re-elected for a second term.~~

~~The duties of the Vice Chair shall be to~~ The Vice Chair will perform the duties of the Chair in his or her absence or incapacity, and in case of a vacancy of the office of Chair ~~shall~~ will succeed to that office. In the absence of the Chair and Vice Chair, the Committee ~~shall~~ will appoint a presiding officer pro tempore from among the members present. The Vice Chair will attend Authority Board meetings, when possible.

### **VI. CHAIR AND VICE CHAIR ELECTIONS**

The Chair and Vice Chair will be elected by the CAC at the first meeting of the calendar year and each year thereafter. In order to be eligible to be Chair, a candidate must have served on the CAC for at least two years. In order to be eligible to be Vice Chair, a candidate must have served on the CAC for at least one year. The Chair and Vice Chair may serve no more than three consecutive terms in the same position.

The Authority Secretary will notify eligible candidates in advance of the first meeting of the calendar year. To be considered for nomination, interested candidates must notify the Authority Secretary that they wish to be considered. Interested candidate names will be announced at the first meeting of the year. CAC members may nominate candidates from the list. Once nominated, candidates may speak for up to one minute. No written materials may be submitted. In casting votes for Chair and Vice Chair, members of the CAC may consider the candidate's leadership qualities, ability to conduct meetings of the CAC expeditiously and fairly, and willingness to represent and implement positions suggested to and/or adopted by the Board when such positions are at variance with their political views, as well as any other factors deemed pertinent.

**V.VII. REGULAR MEETINGS**

Regular meetings of the CAC ~~shall~~will normally be held on the Tuesday preceding the first Thursday of every month at 4:30 pm. in the Auditorium of the San Mateo County Transit District headquarters, located at 1250 San Carlos Avenue, San Carlos, California. In 2025, the District plans to relocate its administrative building to 166 N. Rollins Road in Millbrae, California and when that occurs, the CAC's meetings will be held in the Board Room at that location.

**VI.VIII. QUORUM REQUIREMENTS**

The majority and/or quorum of the CAC will be the majority of those currently appointed, provided that the majority vote is not less than seven (7) members.

**VII.IX. ATTENDANCE POLICY**

1. The Transportation Authority CAC recognizes and understands the occasional need to be absent from a scheduled meeting. However, it is expected that each member attend every meeting to the maximum extent possible. This is particularly important due to the legal requirement that the CAC can take no formal action without the majority of the **members**' (not just those attending) votes.
2. We will assume that a member has submitted his or her resignation if, during the **current calendar year** there have been:
  - a) More than three (3) unexcused absences OR
  - b) More than three (3) consecutive absences
3. An absence will be considered excused if the member contacts the CAC Secretary (normally by email) in advance of the meeting.
4. The Committee Chair ~~shall~~will notify any member who has missed ~~three~~two meetings during **the current calendar year** to remind the member of this policy.
5. In unusual individual circumstances, the Committee Chair may extend the maximum number of absences in any category ~~may be extended~~ by one (1).

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**X. AGENDA**

Prior to every meeting of the CAC, staff will prepare an agenda based on the Authority Board of Directors' next meeting agenda. The CAC meeting agenda sets forth a brief general description of each item of business to be discussed by the CAC. Except as permitted by law, no matters other than those on the agenda will be acted upon by the CAC.

## **XI. ROSENBERG'S RULES OF ORDER**

All rules of order not herein provided for will be determined in accordance with the latest revised edition of Rosenberg's Rules of Order.

## **XII. COMMUNICATION WITH THE MEDIA**

Consistent with Section II of the Authority Board of Directors' Rules of Procedure, as a general rule, the Chair of the Board of Directors serves as the spokesperson for the Board and its committees. CAC Members have no authority to communicate with the media on behalf of the CAC or Authority. If a CAC Member receives a media inquiry related to Authority or CAC business, the member should forward that inquiry to the Executive Officer, Transportation Authority for response.

## **XIII. COMMUNICATION IN PRIVATE CAPACITY**

Consistent with Section II of the Authority Board of Directors' Rules of Procedure, when presenting their individual opinions and positions, Committee Members will explicitly state they do not represent the Authority or CAC, nor will they allow the inference that they do. Committee Members should keep in mind that even when they are speaking as private individuals, the audience could nevertheless hear and attribute their comments as a position of the Authority or CAC. If Committee Members send correspondence stating their personal views related to Authority business and use their title as a Committee Member, such correspondence should clearly state that the statements are the view of the sending Committee Member and not the official position of the Authority or CAC. The sending Committee Member should convey a copy of such correspondence to the Executive Officer, Transportation Authority, and/or Authority Secretary, who will circulate it to the other Committee Members and the Authority Board for their information. Committee Members may not use Authority letterhead, the Authority logo or seal or any functional electronic equivalent thereof.

## **XIV. ELECTRONIC COMMUNICATIONS**

Consistent with Section III of the Authority Board of Directors' Rules of Procedure, to the extent feasible, Committee Members are expected to limit their use of personal electronic devices during public meetings to only those uses necessary to facilitate their participation in such meetings. Examples of necessary uses include review of agenda materials, notes or related information assembled prior to the meeting, or taking notes on information shared during the meeting. If Committee Members receive public or stakeholder input during Committee meetings on matters before the Authority via their personal electronic devices, they are encouraged to disclose such communications for the record of the meeting and for the benefit of the Committee's consideration.

## **Attachment A**

Committee Members understand and agree that by using their personal electronic devices during a public meeting, the information on those devices may become subject to discovery, Public Records Act, or other requests, and they agree to cooperate with the Authority in responding to such requests including through direct access to their devices as necessary in order to allow the Authority to comply with law or court orders or to defend itself in any action.

**RULES OF PROCEDURE  
OF THE  
SAN MATEO COUNTY TRANSPORTATION AUTHORITY**

The San Mateo County Transportation Authority hereby promulgates the Rules of Procedure set forth below to govern its proceedings, and the protocols and conduct of those representing the Authority.

**I. Board and Committees**

**1.1 Board of Directors.** The Board is the legislative body that governs the Authority and is accountable to the public through the following actions:

- Establish policies, procedures, and regulations for Authority business.
- Establish and oversee the Authority's finances and its budgets, programs, and performance.
- Provide the resources needed by management and staff to carry out Authority policy.
- Approve and ensure the implementation of the Authority's strategic plan and vision.
- Provide input to the San Mateo County Transit District on the appointment and annual performance evaluation of the Executive Director and General Counsel.

The Board retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, through its policies and actions taken by affirmative votes of at least a majority of the members of the Board (i.e., four Board Members, Public Utilities Code Section 131262). No individual Board members can act for or on behalf of the Board without authorization to do so.

The Board's connection to the operational aspects of the Authority is through the Executive Director. Decisions or instructions of individual Board Members or committees (unless the Board delegates authority to a committee) are not binding on the Executive Director, who can only take direction from the Board. The Board can only give direction to the Executive Director and not to other Authority staff (including, but not limited to, the Authority Secretary).

**1.2 Chair.** The Chair will be elected each calendar year at the first Board meeting in January. It is the duty of the Chair to preside at all meetings of the Authority, maintain the orderly conduct of business, and serve as the spokesperson for the Board.

**1.3 Vice-Chair.** The Vice-Chair will be elected each calendar year at the first Board meeting in January. The Vice Chair will perform the duties of the Chair in their absence or incapacity and, in case of a vacancy of the office of Chair will succeed to that office. In the absence of the Chair and the Vice-Chair, the Authority will appoint a presiding officer pro tempore from among the members present. If the office of the Vice-Chair becomes vacant, the Authority will elect a successor to such office from its membership at the next regular meeting.

**1.4 Regular Meetings.** Except as otherwise determined by the Authority, regular meetings of the Authority will normally be held on the first Thursday of every month at 5:00 p.m. in the Board Room of the San Mateo County Transit District's administrative building located at 1250 San Carlos Avenue, San Carlos, California. In 2025, the District plans to relocate its administrative building to 166 N. Rollins Road in Millbrae, California and when that occurs, the Authority's meetings will be held in the Board Room at that location.



**1.5 Special Meetings.** The Chair of the Authority may, within their discretion or upon the request of any two members with concurrence of the Chair, call a special meeting for the purpose of transacting any business so specified in the notice therefor. Such notice may be given to each member of the Authority by personal delivery, U.S. mail or electronic mail at least twenty-four (24) hours before the time of such special meetings. Said notice will specify the time and place of such special meeting together with the business to be transacted. No other business will be conducted by the Authority except that so specified in the notice calling the special meeting.

**1.6 Meetings Open to the Public.** All regular and special meetings will be open and public as required by law (the Ralph M. Brown Act, codified at Government Code Sections 54950 et seq. and commonly referred to as the “Brown Act”). At all regular meetings, the Authority will recognize persons wishing to address the Authority concerning items of interest to the public that are within the subject matter jurisdiction of the Authority. At all regular and special meetings, the Authority will recognize persons wishing to address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item. The Authority may adopt reasonable regulations during each meeting pertaining to the permitted scope and duration of public testimony to be received including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Any regular or special meeting may be adjourned to a date and place certain as specified by the Authority, and any such adjourned meeting will be deemed to be a part of the regular or special meeting so adjourned. The Authority will take such action as may be required by law to notify the public of all Authority meetings including meetings of standing and ad hoc committees. The Authority will also take such action as may be required by law to eliminate willful disruption in the conduct of its meetings (Government Code Section 54957.9).

**1.7 Meeting Falling on Legal Holiday.** In the event any regular meeting falls upon a legal holiday, the meeting will be held on a subsequent day that does not fall on a holiday as determined by the Chair when a quorum of the Board is available to attend.

**1.8 Quorum.** A majority of the membership of the Authority constitutes a quorum for the purpose of conducting the business of the Authority; however, if there is not a quorum, a lesser number or the Authority Secretary may adjourn the meeting from time to time until there is a quorum.

**1.9 Call to Order and Roll Call.** The Chair of the Authority will preside at all meetings, and will call each regular, adjourned, recessed or special meeting to order at the appointed hour. Immediately after the call to order, the Authority Secretary will call the roll of the members of the Authority and record those present and those absent. If present, members of the Authority will be recorded present regardless of their answer or failure to answer to the roll call. Immediately after the roll call, or the appointment of a Chair pro tempore in the event that the Chair and Vice-Chair are absent, the presiding officer will proceed with the order of business.

**1.10 Order of Business.** The order of business, which will not be changed except by consent of a majority of the Authority members present, is as follows:

- (a) Call to Order
- (b) Roll Call/Pledge of Allegiance
- (c) Report Out from Closed Session(s) at Previous Meeting
- (d) Public Comment for Items Not on the Agenda
- (e) Report of the Community Advisory Committee

- (f) Consent Calendar
- (g) Report of the Chair
- (h) San Mateo County Transit District Liaison Report
- (i) Peninsula Corridor Joint Powers Board Liaison Report
- (j) Report of Executive Director
- (k) Public Hearing (to be designated on the Agenda at a time certain)
- (l) Committee Reports
- (m) Program
- (n) Finance
- (o) Legislative Matters
- (p) Requests from the Authority
- (q) Written Communications to Authority
- (r) Date/Time of Next Regular Meeting
- (s) Report of Legal Counsel/Closed Sessions
- (t) Adjournment

**1.11 Agenda.** Prior to every meeting of the Authority, the Executive Director, in consultation with the Chair, will prepare an agenda which sets forth a brief general description of each item of business to be transacted or discussed by the Authority, including matters to be discussed in closed session and matters specifically requested for consideration by any Authority member. A complete copy of each agenda, together with supporting material, is provided by personal delivery, U.S. mail, or electronic mail to each Authority member so as to reach the recipient on the fifth day preceding the scheduled meeting. The agenda and supporting documents will be available and open to the public. A copy of the agenda will be posted in a location freely accessible to the public, such as the front door of the San Mateo County Transit District's administrative building or the receptionist bulletin board in the same building and will be posted on the Authority's website, at least seventy-two (72) hours before each regular meeting of the Authority and at least twenty-four (24) hours before each special meeting of the Authority. Except as permitted by law, no matters other than those on the agenda will be acted upon by the Authority.

**1.12 Manner of Voting.** The actions of the Authority are expressed by ordinances, resolutions or motions. Voting on ordinances and resolutions, or any other matters which may be requested by the majority of the Authority members, is conducted by roll call. Voting by motion is conducted by voice vote.

**1.13 Voting Requirements.** All official acts of the Authority require the affirmative vote of a majority of the members of the Authority. For every such act, Authority members present will vote for or against it, unless a member has abstained for cause.

**1.14 Minutes of Meeting.** The minutes of the meetings of the Authority will be kept and maintained as permanent records by the Authority Secretary. The minutes will describe each particular type of business transacted set off in paragraphs with proper descriptive headings. A copy of the minutes of the Authority will be provided to each member of the Authority. The Authority Secretary will be required to make a record of such business as was actually passed upon by vote of the Authority, together with a summary of matters discussed. The Authority Secretary will not be required to make a verbatim transcript of the proceedings, providing that such proceedings are recorded and retained in accordance with applicable policy, but will, as to all proposed ordinances and resolutions voted upon by the Authority, record in the minutes the names of those members who voted for and those who voted against the proposal. To the extent the information is made available, the record will reflect the names of the persons

addressing the Authority, the title of the subject matter to which their remarks are directed and an indication as to whether they spoke in support of or in opposition to such item.

**1.15 Committees of the Board.** The Chair of the Board will appoint all committees and determine their membership. Unless otherwise prescribed, a committee will consist of less than a quorum of the Board. A majority of those present constitutes a quorum, and a vote of such majority is required for action.

When issues requiring special focus or attention arise, the Chair may appoint an ad hoc committee to address them. These committees will be appointed and function in full compliance with applicable law.

### **1.16 Community Advisory Committee & Other Advisory Bodies**

The name of the Citizens Advisory Committee called out in Measures A and W will be changed to the "Community Advisory Committee." The Community Advisory Committee and other advisory bodies (Advisory Committees) are appointed by the Board. Advisory Committees are those subsidiary legislative bodies of the Board whose membership does not include one or more members of the Board. Advisory Committees advise and assist the Board and staff in the development, implementation, and promotion of the Authority's goals and policies. Advisory Committees enhance local government when they promote effective and efficient Authority decision-making.

Appointment to Advisory Committees is based on such criteria as the Board may specify, including such criteria as expertise, ability to work well with staff and the public, effectiveness as a representative of the entire community, and adherence to Authority values, policies, priorities, procedural rules and expectations as expressed by the Board.

Advisory Committees play an important public-facing role in local government, acting as channels of communication and information between the Board. Advisory Committees help shape the public perception of local government and members should expect that their statements and conduct may be perceived by the public as a reflection of the Board and the Authority as a whole. As the public face of the Board, members of Advisory Committees are expected to conduct themselves in a manner consistent with Board policy and the expectations of the Board as their appointing body.

Appointees are at will and serve at the pleasure of the Board. Appointees have no vested rights in serving on an Advisory Committee or in remaining as a member of an Advisory Committee for any period of time.

The following guidelines apply to the Board's relationship to Advisory Committee:

(a) *If attending an Advisory Committee meeting, be careful to only express personal opinions.* Board members may attend any Advisory Committee meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Board member at an Advisory Committee meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Board.

(b) *Respect that Advisory Committees serve at the pleasure of the Board as a whole, not individual Board members.* The Board appoints individuals to serve on Advisory

Committee, and it is the responsibility of Advisory Committee to follow policy established by the Board. But Advisory Committee members do not report to individual Board members, nor should individual Board members feel they have authority to direct Advisory Committee members to recommend or decide an issue in a particular way.

(c) *Be respectful of diverse opinions.* A primary role of Advisory Committees is to represent many points of view in the community and to provide the Board with advice based on a full spectrum of concerns and perspectives. Individual Board members may have a closer working relationship with some individuals serving on Advisory Committees, but must be fair and respectful of all individuals serving on an Advisory Committee.

**1.17 Reports of Committees.** Committees will report on any subject referred to them by the Authority, or by the Chair of the Authority and will give their recommendations to the Board on the particular subject.

**1.18 Rosenberg's Rules of Order.** All rules of order not herein provided for will be determined in accordance with the latest revised edition of Rosenberg's Rules of Order.

## **II. Board/Public Communications**

**2.1 General.** Individual Board Members have no individual authority and should not make any promises on behalf of the Board or the Authority. Only the Board can commit the Authority to an action or a policy.

**2.2 Form of Communication.** Board Members should be aware of how various forms of communication affect how messages are received: formal versus informal, written versus verbal, in-person versus over the phone versus electronic. Board members should use each form of communication in an effective manner at the appropriate time.

**2.3 Communicating with the Public.** A Board Member can always communicate with Authority constituents. Board Members should inform the Executive Director about concerns from constituents as often the concern can be handled administratively or is already a work in progress.

**2.4 Assistance from Executive Director/Staff.** Board Members should confer with the Executive Director if in doubt about an Authority policy or other facts, or wherever guidance or assistance is desired in these matters.

**2.5 Communication as a Representative of the Board.** Board Members will represent the official policies or positions of the Board to the best of their ability when designated as delegates for this purpose. When representing the Board, the Board Member may use Authority letterhead, the Authority logo or seal or any functional electronic equivalent thereof.

**2.6 Communication with the Media.** Board and Advisory Committee Members should forward media inquiries to the Executive Director, or Board Members should confer with the Executive Director prior to speaking with the media to ensure that they are fully briefed on the facts associated with the topic. For the purpose of assuring consistency in conveying messages regarding Authority business to the public through the media, as a general rule the Chair will serve as the spokesperson for the Board and committees. Board Members should respect adopted Board policies and decisions even when in the minority and clarify when their view is a personal opinion. In the event a Board Member communicates with the media, they should inform the Executive Director as soon as possible.

**2.7 Communication in Private Capacity.** When presenting their individual opinions and positions, Board members will explicitly state they do not represent the Authority, nor will they allow the inference that they do. Board Members should keep in mind that even when they are speaking as a private individual, the audience could nevertheless hear and attribute their comments as a position of the Authority. If Board Members send correspondence stating their personal views related to Authority business and use their title as a Board Member, such correspondence should clearly state that the statements are the view of the sending Board Member and not the official position of the Authority. The sending Board Member should convey a copy of such correspondence to the Executive Director and/or Authority Secretary, who will circulate it to the other Board Members for their information. When corresponding as an individual, the Board Member may not use Authority letterhead, the Authority logo or seal or any functional electronic equivalent thereof.

**2.8 No Political Endorsements.** No endorsements of candidates or measures on an election ballot will be discussed or displayed at meetings of the Authority Board or any related committee.

### **III. Electronic Communications**

**3.1 General.** To the extent feasible, Board Members are expected to limit their use of personal electronic devices during public meetings to only those uses necessary to facilitate their participation in such meetings. Examples of necessary uses include review of agenda materials, notes or related information assembled prior to the meeting, or taking notes on information shared during the meeting. If Board Members receive public or stakeholder input during Board meetings on matters before the TA via their personal electronic devices, they are encouraged to disclose such communications for the record of the meeting and for the benefit of the Board's consideration.

**3.2 Public Records.** Board Members understand and agree that by using their personal electronic devices during a public meeting, the information on those devices may become subject to discovery, Public Records Act, or other requests, and they agree to cooperate with the Authority in responding to such requests including through direct access to their devices as necessary in order to allow the Authority to comply with law or court orders or to defend itself in any action.

### **IV. Code of Ethics and Good Governance**

The ethics and good governance standards below will govern Members of the Board and of all advisory bodies (collectively referred to as "Member" or "Members").

#### **4.1 Governance**

**4.1.1 Governance.** All Members represent and serve the whole of San Mateo County.

**4.1.2 Conduct of Members.** The professional and personal conduct of Members while serving the Authority must be above reproach and avoid even the appearance of impropriety.

**4.1.3 Policy Role of Members.** The Board determines the policies of the Authority with the advice, information and analysis provided by staff, advisory bodies, and the public. Members will not interfere with the administrative functions of the Authority or the professional duties of staff; nor will they impair the ability of staff to implement Board policy decisions.

**4.1.4 Positive Workplace Environment.** Members will support the maintenance of a positive and constructive workplace environment for Authority staff and for community members and businesses dealing with the Authority. Members will recognize their special role in dealings with Authority staff so as not to create the perception of inappropriate direction to staff.

**4.1.5 Staff Performance.** The Executive Director is responsible for addressing all staff performance issues, including hiring, disciplining, and terminating employees. Any concerns with staff performance should be discussed with the Executive Director only.

## **4.2 Ethics**

**4.2.1 Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict-of-interest laws, Members will use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members will not use their official positions to influence government decisions in which they have a material financial interest.

A Member who has a potential conflict of interest regarding a particular decision will disclose the matter to the General Counsel and reasonably cooperate with the General Counsel to analyze the potential conflict. If advised by the General Counsel to seek advice from the Fair Political Practices Commission (FPPC) or other appropriate state agency, a member should not participate in a decision unless and until he or she has requested and received advice allowing the member to participate. A member will diligently pursue obtaining such advice. The member will provide the Chair and the General Counsel a copy of any written request or advice, and conform their participation to the advice given. In providing assistance to members, the General Counsel represents the Authority and not individual members.

In accordance with the law, members will disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, will not, once the conflict is ascertained, participate in the decision and will not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

**4.2.2 Gifts and Favors.** Members will not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They will refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

**4.2.3 Use of Public Resources.** Members will not use public resources which are not available to the public in general (e.g., Authority staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.

**4.2.4 Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members will neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

## **V. Conduct Protocols**

The conduct protocols below govern Members of the Board and of all advisory bodies (collectively referred to as "Member" or "Members").

**5.1 Members' Conduct with Each Other in Public Meetings.** Members are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals who have chosen to serve the Authority to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

**5.1.1 Honor the Role of the Chair.** It is the responsibility of the Chair to keep the comments of members on track during public meetings. Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

**5.1.2 Practice Civility and Decorum.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments are never appropriate.

**5.2 Interaction with Public in Authority Meetings.** Making the public feel welcome is an important part of the democratic process. It is inappropriate to show signs of partiality, prejudice or disrespect toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

**5.2.1 Public Hearing Time for Individual Speakers.** As a general rule, public speakers will be afforded two minutes to offer comments on a particular matter. When necessary or required due to time constraints or other unique circumstances, the Chair will determine and announce limits on speakers at the start of the public comment process.

**5.2.2 No Response to Public Comment.** To ensure compliance with the Brown Act, only the Chair should interact with a speaker during public comment. Except for instances when a brief clarification from a Board or staff member may be helpful, no discussion or debate should ensue regarding the comments offered. However, a Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Member finds inappropriate.

## **VI. Amendments**

The Rules of Procedure of this Authority may be amended by majority vote of the Authority at a regular or special meeting, but only after the proposed changes have been introduced for adoption at a previous regular or special meeting. Any provision in these Rules of Procedure may be suspended during any regular or special meeting by a majority vote of the Authority.

ADOPTED: November 9, 1988

REVISED: April 7, 1994; September 1, 1994; and July 11, 2024