

# San Mateo County Express Lanes Joint Powers Authority Board of Directors Meeting Minutes

Meeting No. 30  
December 10, 2021

In compliance with Governor’s Executive Order N-29-20, and pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer, this meeting was conducted via remote conferencing.

**Board of Directors:** Diane Papan (Chair), Rico Medina (Vice Chair), Alicia Aguirre, Emily Beach, Maryann Moise Derwin, and Don Horsley

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## 1.0 CALL TO ORDER/ ROLL CALL

Chair Papan called the meeting to order at 9:00 a.m. Roll call was taken.

**Members Present:**

C/CAG Members:

Diane Papan, Maryann Moise Derwin, Alicia Aguirre

SMCTA Members:

Rico Medina, Emily Beach, Don Horsley

**Members Absent:**

None.

**Staff Present:**

Sean Charpentier – Executive Council

Carter Mau – Executive Council

Mima Guilles – Clerk

Tim Fox – Legal Counsel

Van Ocampo – C/CAG staff supporting SMCEL-JPA

April Chan, Derek Hansel, Robert Casumbal – SMCTA staff supporting SMCEL-JPA

Lacy Vong, Matt Click, Christa Cassidy – HNTB

Latrice Taylor – Samaritan House

Other members of staff and the public were in attendance.

## 2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES

## 3.0 PUBLIC COMMENT

Note: Public comment is limited to two minutes per speaker. Public comment permitted

on both items on the agenda and items not on the agenda.

Mima Crume reported there was no public comment submitted before the meeting. There was no public comment.

#### 4.0 APPROVAL OF CONSENT AGENDA

This item is to set the final consent and regular agenda, and to approve the items listed on the consent agenda. All items on the consent agenda are approved by one action. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

4.1 Approval of the minutes of Board of Directors regular business meeting No. 29 dated November 12, 2021. APPROVED

4.2 Accept the Sources and Uses of Funds for the FY22 Period Ending October 31, 2021. APPROVED

4.3 Review and approval of Resolution 21-22 finding that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person for meetings of the SMCEL-JPA Board of Directors would present imminent risks to the health or safety of attendees, and that the state of emergency continues to directly impact the ability of members of the Board of Directors to meet safely in person. ACTION

Director Medina MOVED to approve the consent agenda. Director Aguirre SECONDED. Roll call was taken. **MOTION CARRIED 6-0-0**

#### 5.0 REGULAR AGENDA

5.1 Review and approval of the 2022 Calendar of SMCEL-JPA Board of Directors Meetings. APPROVED

Sean Charpentier gave a brief presentation on the 2022 Calendar of SMCEL-JPA Board of Directors Meetings. Due to the Annual League of Cities Conference in September, the meeting will be moved to September 16<sup>th</sup>. Due to a Veteran's Day holiday in November, the meeting will be moved to November 18<sup>th</sup>.

Director Aguirre MOVED to approve item 5.1. Director Beach SECONDED. Roll call was taken. **MOTION CARRIED 6-0-0**

5.2 Receive an update on the US101 Express Lanes Southern Segment Opening Public Education and Marketing efforts. INFORMATION

The Board received a presentation from Robert Casumbal on the US101 Express Lanes Southern Segment Opening Public Education and Marketing efforts.

Chair Papan asked if we are referring to advertising through social media.

Robert Casumbal said that we are using social media for “organic messaging”. It’s not paid advertising per se, but we are using that platform to make sure the messages are out across all channels.

Chair Papan asked if the signs that are currently overhead be used to say the lanes will start to operate on X date or any other information.

Robert Casumbal said that he believes there is an on-corridor signage plan but not exactly sure what the messaging will be other than what the current rules are.

Director Derwin asked will FasTrak be prepared for this crush of applicants to get their flex toll tags.

Robert Casumbal said that they have regular meetings with our partners: MTC, BAIFA, and BATA. They are aware and will be launching campaign to encourage people to get FasTrak, which is scheduled after January 15<sup>th</sup>, slightly a little bit after our campaign’s kickoff.

Director Medina commented on one of the messages that states new rules, to him new rules can be taken negatively.

Robert Casumbal responded that they’re still developing this campaign and they’re constantly trying to do message-testing. Robert thanked Director Medina and will adjust the messaging accordingly.

Director Beach asked if there are opportunities for roadshows 15-20 minutes among community groups. A staff presentation may be good to reach out to people which may be another medium to get the word out.

- 5.3 Approval of Resolution SMCEL 21-23 on the Amendment of the Fiscal Year (FY) 2022 SMCEL-JPA Revised Budget. APPROVED

The Board received a presentation from Derek Hansel on the Amendment of the Fiscal Year (FY) 2022 SMCEL-JPA Revised Budget.

Chair Papan commented and said she understands how the customer service might be a function of the usage but thinks the other costs are fixed.

Derek Hansel answered that there are pieces in the toll O&M contract that are not necessarily fixed costs. There are some variable volume-based components.

Director Horsley asked to describe the coordination between BAIFA, BATA and the JPA.

Derek Hansel said BAIFA and BATA each have different roles in the way toll transactions are processed and invoices are created for the customers. Lacy Vong explained that there is a daily reconciliation run by BAIFA that provides information on what happens on the lanes, those transactions then go over to BATA and BATA does the actual processing of

payments. There are also daily, as well as weekly and monthly, reconciliations. And sometimes if the image isn't correct (for those cars without transponders) there will be some reconciliation.

Chair Papan asked about 880, and whether BAIFA and BATA will be able to handle the additional volume.

Lacy Vong said because the volume was higher, they've had to make some adjustments on the transactional piece on the maintenance side because there is a license plate image review processing.

Director Horsley asked what is the percentage of license plates that can't be read and what's the percentage of violators.

Derek Hansel said they're assuming 30% to 40%.

Lacy Vong added that this was an area they've asked to work with BAIFA to get some additional data. It's a learning curve in the first few months and numbers should go down.

Director Horsley **MOVED** to approve item 5.3. Director Aguirre **SECONDED**. Roll call was taken. **MOTION CARRIED 6-0-0**

- 5.4 Review and approval of Resolution SMCEL 21-24 authorizing the SMCEL-JPA Chair to execute an Agreement with Samaritan House for San Mateo 101 Express Lanes Equity Program administration for an amount not to exceed \$108,000.  
**APPROVED**

The Board received a presentation from Christa Cassidy on the Equity Program Implementation Update.

The Board received an introduction from Latrice Taylor, Associate Director of programs and service with Samaritan House. At Samaritan House, diversity, equity, and inclusion are at the core of who they are. Their central mission is to preserve dignity, promote self-sufficiency, and provide hope with compassion to everyone in the community.

Christa Cassidy talked about partnership with Samaritan House that they would administer the program and promote and educate their clients about the equity program and enroll individuals in the equity program.

Chair Papan asked what portion of the \$100 on the transponder goes to a deposit or is it waived.

Christa Cassidy said there'll be an initial \$25 on the toll transponder and once the participant registers they will receive the other \$75.

Matt Click said the \$100 is actual toll value: \$25 of which is preloaded, then the recipients must enroll in the FasTrak program to get the other \$75.

In terms of naming the Equity program, Director Beach said her first bid for a possible name is free community travel benefits.

Director Aguirre asked is the amount that's being given and whether it's a transponder or Clipper card, is that once a year or is that just at the beginning.

Christa Cassidy said the Clipper card benefit is an annual benefit and the fastrak toll transponder is a one-time benefit.

Director Aguirre said so people can't come back next year for fastrak transponder.

Matt Click said that it's correct and that is technically how they've assessed it. However he has reminded everyone that this is a pilot that they will do in phases.

Director Aguirre said she would call it community transportation benefit. It's something that's widely understood

Director Derwin asked where this name is going to be used, will this be used in the marketing program that goes out to the community.

Christa said that is correct.

Director Derwin said she's leaning towards Director Aguirre's suggestion to community transportation benefits because it's only three words and it translates well into a lot of our users' language.

Director Horsley said he agrees with Directors Aguirre's recommendation, community transportation benefit.

Director Medina concurs with Director Aguirre's recommendations.

Chair Papan is also on board with community transportation benefits.

Director Beach shared that in their December meeting they had the unanimous support and direction from the San Mateo County Transportation Authority Board of Directors to allocate a one-time \$400K of TDM/ACR funds to the JPA Express Lane program. It'll formally be approved in January. She has also commented the sooner we can get this equity program up and running earlier than spring.

Chair Papan said the timing had her concerned and thinks we will be under a microscope when lanes open. She's less concerned about confusion but more concerned about having a complimentary community transportation benefits program in place simultaneously with the opening.

Director Derwin expressed her excitement about seeing this program actually come to life and has thanked the TA Board.

Director Aguirre concurs with Chair Papan. It's a priority to announce to at least all of the partners, that they are able to share the information and that there's some type of media saying, "next great step is going to be our community transportation benefits."

Director Medina concurs with Chair Papan and Director Aguirre's comments because he thinks we are trying to be complementary and trying to show that this has value and that everybody has an opportunity.

Matt Click said they will meet with Samaritan House and their staff early and they were looking at late February/early March. They will try to accelerate it as much as possible.

Mima Crume announced that there were no public comments from the public on this item.

Director Medina **MOVED** to approve item 5.4. Director Aguirre **SECONDED**. Roll call was taken. **MOTION CARRIED 6-0-0**

## 6.0 CLOSED SESSION

Chair Papan asked if there were any public comment on the closed session. The Clerk has announced that there are no public comments on closed session.

- 6.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Cal. Gov't Code § 54956.8)  
Property: No. 1 lanes on US 101 N/S from Santa Clara/San Mateo County Line to I-380 interchange  
Agency Negotiator: SMCEL-JPA Executive Council  
Negotiating Parties: SMCEL-JPA; California Department of Transportation  
Under Negotiation: Price and terms of payment for leasehold interest

Chair Papan reported out on the discussion held and no reportable action was taken.

## 7.0 REPORTS

- a) Chairperson Report.  
None.
- b) Member Communication.  
None.
- c) Executive Council Report - Executive Council Verbal Report.

Sean Charpentier reported out that the San Mateo County Express Lanes JPA is now a member of the California Toll Operators Committee or CTOC which is a statewide organization of California toll operators where we gather to discuss many of the

same operational and policy issues during the formation and initiation of the toll lanes. He has also thanked the Board and staff for a really productive year and all the hard work and wished everybody a happy holiday season.

d) Policy/Program Manager Report.

None.

8.0 WRITTEN COMMUNICATIONS

None.

9.0 NEXT REGULAR MEETING

January 14, 2022

10.0 ADJOURNMENT – 10:53 a.m.