

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

Meeting No. 45
February 10, 2023

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: Rico E. Medina (Chair), Alicia Aguirre (Vice Chair), Gina Papan, Emily Beach, Michael Salazar and Carlos Romero

1.0 CALL TO ORDER/ ROLL CALL

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

Members Present:

C/CAG Members: Alicia Aguirre, Gina Papan, Michael Salazar

SMCTA Members: Rico E. Medina, Emily Beach, Carlos Romero

Members Absent:

None.

Staff Present:

Sean Charpentier – Executive Council

April Chan - Executive Council

Mima Crume – Clerk of the Board

Tim Fox – Legal Counsel

Kaki Cheung, Van Ocampo – C/CAG staff supporting SMCEL-JPA

Kathleen Kelly, Connie Mobley-Ritter, Ladi Milard-Olmeda – SMCTA staff supporting SMCEL-JPA

Lacy Vong, Christa Cassidy, Samantha Soules, Monique Fuhrman,

Amanda Parham – HNTB

Other members of staff and the public were in attendance.

2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES

Clerk Crume gave a brief overview of the teleconference meeting procedures.

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

Clerk Crume reported that there were no public comments.

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 Review and approval of Resolution SCMEL 23-03 finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees. APPROVED
- 4.2 Approval of the minutes of Board of Directors regular business meeting No. 44 dated January 13, 2023. APPROVED
- 4.3 Accept the Sources and Uses of Funds for the FY23 Period Ending December 31, 2022. APPROVED
- 4.4 Review and approve the corrected 2023 calendar of SMCEL-JPA Board Meetings. APPROVED
- 4.5 Review and approval of Resolution SMCEL 23-05, authorizing the Executive Council of San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) to execute the Amendment to the Cooperative Agreement between the Bay Area Infrastructure Financing Agency (BAIFA), SMCEL-JPA, San Mateo County Transportation Authority (SMCTA) and City/County Association of Governments of San Mateo (C/CAG), making available excess funds from the Toll System Integration Phase of the SM101 Express Lanes Project for the construction of the highway landscaping phase. APPROVED

Director Salazar MOVED to approve the consent agenda items 4.1 and 4.5. Vice Chair Aguirre SECONDED. Roll call was taken. **MOTION CARRIED 6-0-0**

5.0 REGULAR AGENDA

- 5.1 Approval of Resolution SMCEL 23-02 on the Amendment of the Fiscal Year (FY) 2023 SMCEL-JPA Revised Budget. APPROVED

The Board received a presentation on the Fiscal Year 2023 SMCEL-JPA Revised Budget. The adopted budget reflected 12 months of the southern segment. The revised budget reflects the updated estimates for the Southern segment, based on actual numbers, along with the addition of the Northern segment figures. Staff is proposing to amend the categories of Toll Revenue, Toll Operations & Maintenance (BAIFA), FasTrak Customer Service (BATA), Express Lane Enhanced Enforcement (CHP) and Insurance & Interest Expenses.

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

- 5.2 Receive update on the US 101 Express Lanes operations from Whipple Ave. to the San Mateo /Santa Clara County line, in addition to a presentation on the Community Transportation Benefits Program and associated marketing efforts. INFORMATION

The Board received a presentation update on the US 101 Express Lanes operations and Community Transportation Benefits Program and associated marketing efforts. December was a good month for the express lanes. Average volumes dropped slightly potentially due to the shift in traffic patterns from the holidays. Speed differentials were staying consistent at about 8 to 12 mph. The average posted toll were slightly up in the northbound direction but down on the southbound, but the numbers are still within the expected historical ranges. The protentional revenue is slightly down as a whole. The O&M cost continue to be less than the toll revenue, and the Declared Occupancy remains consistent with previous months.

With regards to the Community Transportation Benefits Program Enrollment, in the period between April 25 and December 31, 2022, 246 FasTrak transponders and 1,151 Clipper cards were distributed. A majority of the participants had no annual income at 59%, 32% of the participants reported that they made less than \$25K a year. Daly City and South San Francisco comprised the majority of program enrollment. There were 304 new enrollments in last quarter. Hispanics make up the majority of participants at 46%, followed by Asian or Asian American participants at 29%. One survey question aimed at understanding how the participants will use the benefit. Most participants frequently say they will use the benefit to get food or run other household errands, to get healthcare and to get to work. The marketing objectives for Community Transportation Benefits program is to increase overall awareness, focusing on equity priority communities. Enhance existing partnership with Samaritan House and Core Agencies by providing marketing collateral for distribution amount their clientele is a major goal. Other goals of the marketing campaign is to identify and engage CBOs and transportation partners to extend the reach of the program to eligible residents who may not be connected to Samaritan House and the Core Agencies. Staff continues to build the brand presence for this new program to optimize visibility.

Director Papan asked if they could get more detailed information on the core services. Christa Cassidy said that Star Vista and Cora organizations would be included in phase 2 of the outreach. In addition, Director Papan asked it would be helpful to get the word out to the school administrative offices.

Director Romero commented that he used the QR code on the marketing collateral, and asked if one needs a case manager to enroll. In the event that one does not have a case manager, will the program participant be assigned one. Christa said yes, and a case manager would help participants sign up for the benefit and simultaneously check to see if the participant is eligible for any other

benefits. Director Romero added that the benefit program may need to build a greater presence through other entities to increase enrollment.

Laura Bent, CEO of Samaritan House, added to the discussion that the Core Agencies are the central generalist in the County that is expected to work with people who are underserved and go through their network. One does not necessarily have to register as a core service client to gain access to the benefit.

Director Beach asked if the partner tool kits, posters and flyers, could be uploaded to our website. Amanda Parham said yes and added that in phase 2, a partner tool kit will be developed.

Vice Chair Aguirre agreed with Director Romero on simplifying the intake process.

Director Salazar added that it is important to work with partners to verify eligibility, although the goal is not to make it difficult to participate in the program.

- 5.3 Review and Approval of Resolution SMCEL 23-04 authorizing the negotiations and execution of a funding agreement amendment to the agreement with Samaritan House for the continuation of administrative services for the San Mateo 101 Express Lanes Community Transportation Benefits Program, extending the contract term through the end of Fiscal Year 2024 for an additional amount not to exceed \$50,000. **APPROVED**

The Board received a brief presentation to continue to work with Samaritan House and the Core Service Agencies to get benefits into the hands of those who need the assistance. This funding agreement amendment will support continued services of Samaritan House to administer the Program. It will also allow Samaritan House to contract with a third-party to assist the Core Service Agencies with program enrollment, as staff capacity has been raised by the Core Service Agencies as a barrier to getting more participants enrolled in the Program.

Director Romero asked if this is an overarching contract for the overall administration with the other core agencies or is this specific to enhancing Samaritan Houses participation. Laura Bent responded that this is to support all of the core agencies.

Public Member Nidal Tuqan thanked the Board, C/CAG, TA and all those who worked on this program. He is thrilled to see the progress. He would like to share the program success with other Caltrans departments.

Director Beach **MOVED** to approve items 5.3. Director Salazar **SECONDED**. Roll call was taken. **MOTION CARRIED 6-0-0**

- 5.4 Receive an update on the opening of the US 101 Express Lane northern segment. **INFORMATION**

Both the TA and C/CAG Boards have received detailed presentations on the construction project of the remaining northern segment between Whipple and I-380. Toll commencement is expected in March.

6.0 REPORTS

a) Chairperson Report.

None.

b) Member Communication.

None.

c) Executive Council Report - Executive Council Verbal Report.

Sean Charpentier reported that the state of emergency will expire this month. The JPA is planning to return to in-person meetings beginning in March. Staff will send out an email with directions on how to administer and comply with AB 2449.

d) Policy/Program Manager Report.

Lacy Vong appreciates the comments by Nidal, and other suggestions made by the Board. She will touch base with Nidal from Caltrans to share available information. She also added that a training and meeting was held with CHP last month.

7.0 WRITTEN COMMUNICATIONS

None.

8.0 NEXT REGULAR MEETING

March 10, 2023

9.0 ADJOURNMENT – 10:01 a.m.