

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

Meeting No. 51
November 17, 2023

This meeting of the SMCEL-JPA Board of Directors was held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public was able to participate in the meeting remotely via the Zoom platform or in person.

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

1.0 CALL TO ORDER/ ROLL CALL

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

AGENCY:	IN-PERSON:	ABSENT:	REMOTE AB 2449:	REMOTE Publicly Accessible Teleconference Location:
C/CAG	Alicia Aguirre			
C/CAG	Gina Papan			
C/CAG	Michael Salazar			
SMCTA	Carlos Romero			
SMCTA	Emily Beach			
SMCTA	Rico E. Medina			

Staff Present (In-Person):	Staff Present (Remote):
Sean Charpentier – C/CAG Executive Council	
Mima Crume – Clerk of the Board	
Tim Fox – Legal Counsel	Members of the Public (In-Person):
Kaki Cheung – C/CAG	
Van Ocampo – C/CAG	
Lacy Vong – HNTB	
Peter Skinner – TA	
Connie Mobley-Ritter	

Other members of staff and members of the public were in attendance via in-person or remote using zoom.

2.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Note: Public comment is limited to two minutes per speaker. Members of the public who wish to address the Board should complete a speaker's slip to make a public comment in person or raise their hand in Zoom to speak virtually.

Clerk Crume reported that there were no public comments.

3.0 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.

3.1 Approval of the minutes of Board of Directors regular business meeting No. 50 dated September 15, 2023. APPROVED

3.2 Accept the Sources and Uses of Funds for the FY2023 Period Ending June 30, 2023. APPROVED

3.3 Accept the Sources and Uses of Funds for the FY2024 Period Ending August 31, 2023. APPROVED

3.4 Accept the Sources and Uses of Funds for the FY2024 Period Ending September 30, 2023. APPROVED

3.5 Review and approval of the 2024 Calendar of SMCEL-JPA Board of Directors Meetings. APPROVED

3.6 Review and approval of Resolution SMCEL 23-17 awarding a contract to USI Insurance Services to provide insurance brokerage services to the JPA. APPROVED

Director Medina MOVED to approve the consent agenda items 3.1 to 3.6.
Director Romero SECONDED. **MOTION CARRIED 5-0-0**

4.0 REGULAR AGENDA

4.1 Review and Approval of Resolution SMCEL 23-18 authorizing the Chair to execute an Agreement with WSP USA Inc. to conduct an organizational assessment at an amount not to exceed \$366,495, covering the period of November 20, 2023, through January 31, 2025. APPROVED

The Board received a presentation on the upcoming assessment to determine the appropriate organizational and staffing structure to efficiently and effectively implement the vision, mission, and goals of the Express Lanes Program. The JPA released a Request for Proposal (RFP) seeking a consultant team to conduct an organizational assessment. This action was to award the contract to the selected consultant.

Vice Chair Beach asked if this was just focused on the staffing structure, the consulting and the relationship between C/CAG and TA in support. Vice Chair Beach also inquired if the scope of this work addresses any of the board structure. Kaki responded that this assessment would only focus on the staffing structure.

Director Romero asked how familiar WSP is with organizational structures. Ms. Cheung said the WSP team is very familiar with the Express Lane work. Further, WSP has a business transformation team that focuses on organization structures. Mr. Charpentier added that WSP is also the team that BAIFA brought on board to assist the JPA with initial program operation.

Director Medina MOVED to approve item 4.1. Vice Chair Beach SECONDED.
MOTION CARRIED 6-0-0

- 4.2 By motion, approve the conceptual framework for the Next Gen Community Transportation Benefits Program. **APPROVED**

The Board received a presentation on the Community Transportation Benefits Next Gen Conceptual Framework. Staff were seeking confirmation and approval of the updated program goals, key assumptions, and proposed policy changes, which would inform development of the next generation program.

Mr. Charpentier gave a brief preview of the requested action. The intention is to progress into the development stages of an implementation plan while ensuring alignment on the general parameters before potential web interface design work takes place.

Director Papan asked if staff received any feedback from the core agencies regarding applicant capabilities and simplification. Ms. Vong highlighted the process for ongoing in person enrollment. Director Papan suggested providing additional training to the core agencies when the registration process moves online.

Vice Chair Beach queried the renewal process, favoring leveraging community-based organizations to support constituents with online applications. Vice Chair Beach commented that the benefits can be distributed faster when clients do not have to physically visit the core agencies. Director Beach also expressed a concern about eliminating the Clipper card option. Having a physical ticket or clipper card in hand is much more accessible than a debit card. Training, whether it's through multilingual informational video would be very helpful. Director Beach noted the importance of creating more financial incentive for transit riders.

Chair Aguirre asked if the intake form requires information on immigration status. Ms. Vong responded that it does not. Chair Aguirre commented that it can be a challenge for students get to the core agencies. She would like to see the core agencies move in the direction of online registration.

Director Romero commented that if the program becomes a debit card program, would the JPA be able to get data on the card usage and evaluate the effectiveness of greenhouse gases reductions. Ms. Vong confirmed that the debit card will be limited only to transportation transactions.

Director Salazar agrees with the Board of Directors in prioritizing transit. He shares his concerns about going with the debit card. We may be adding a step to the process for the end user as well as adding cost overhead to every transaction which is not efficient. Director Salazar said understanding our audience is very important to know what their needs are and to see if we can make adjustments to our program.

Vice Chair Beach said she would like staff to consider talking with the core agencies to get feedback on this new version of the program.

Director Medina shared the same concerns with Board of Directors on the debit card. He added that it would be great to have the credit on mobile devices and that simplicity is important.

Ms. Vong gave an update on the outreach efforts. The team has been focusing on expanding and partnering with other organizations outside of the core.

Vice Chair Beach MOVED to approve the conceptual framework for the Next Gen Community Transportation Benefits Program. Director Romero
SECONDED. MOTION CARRIED 6-0-0

- 4.3 Receive a quarterly update on the Variable Rate Bond used to fund a portion of the SMCEL-JPA Express Lanes project. **INFORMATION**

The Board received an update on the Variable Rate Bond used to fund a portion of the SMCEL-JPA Express Lanes project. The TA has sufficient capitalized interest to pay all of the interest expenses on the bonds through the closeout date of March 2nd, 2024. The JPA is estimated to have sufficient revenue to meet debt service payments as well as all operating payments and fund the reserves through Fiscal Year 2024 and beyond.

Executive Council Sean Charpentier said an expenditure and strategic plan is part of the work plan for the upcoming year. It is a statutory requirement to have an expenditure plan in place before the expenditure of net revenue. To manage expectations, 85% of the Program's net revenue goes to repayment of existing debt, that will probably take up the bulk for the foreseeable future.

5.0 **REPORTS**

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

Executive Council Sean Charpentier reported that the tour of the Express Lanes previously scheduled for the self-help county conference was cancelled. The December Board meeting was recommended to be cancelled due to a lack of action items. Sean has thanked the Board for their work for the past calendar year and wished everyone a happy holiday season.

d) Policy/Program Manager Report.

None.

6.0 **WRITTEN COMMUNICATIONS**

None.

7.0 **NEXT REGULAR MEETING**

The December 8, 2023, Board meeting has been cancelled. The next regularly scheduled Board meeting is on January 12, 2024.

8.0 **ADJOURNMENT** – 10:40 a.m.