

**San Mateo County Express Lanes Joint Powers Authority
(SMCEL-JPA)
Board of Directors Meeting Notice**

Meeting No. 26

DATE: Friday, August 13, 2021

TIME: 9:00 A.M.

Join by Zoom:

<https://us02web.zoom.us/j/86737607920?pwd=YjdTdUNLZGRkaTdaVStGY1Y1WlILUT09>

Meeting ID: 867 3760 7920

Password: 081321

Join by Phone:

(669) 900-6833

Meeting ID: 867 3760 7920

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

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. On June 11, 2021, the Governor issued Executive Order N-08-21 extending the suspension of these provisions to September 30, 2021. Thus, pursuant to Executive Order N-08-21, C/CAG Board meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options above.

Persons who wish to address the SMCEL-JPA Board on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to mguilles@smcgov.org. Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

- 1.0 CALL TO ORDER/ ROLL CALL
- 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.

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. 25 dated July 9, 2021. ACTION p. 1

- 4.2 Receive information on Statement of Revenues and Expenditures for the Period Ended June 30, 2021. INFORMATION p. 5

5.0 REGULAR AGENDA

- 5.1 Receive a presentation on the US101 Express Lanes Southern Segment Opening Public Education and Marketing Efforts Update INFORMATION p. 6

6.0 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 Negotiation: SMCEL-JPA Executive Council
Negotiating Parties: SMCEL-JPA; California Department of Transportation
Under Negotiation: Price and terms of payment for leasehold interest

7.0 REPORTS

- a) Chairperson Report.
- b) Member Communication.
- c) Executive Council Report - Executive Council Verbal Report.
- d) Policy/Program Manager Report.

8.0 WRITTEN COMMUNICATIONS

None.

9.0 NEXT REGULAR MEETING

September 10, 2021

10.0 ADJOURNMENT

PUBLIC NOTICING: All notices of San Mateo County Express Lanes Joint Powers Authority Regular

Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has designated the location of 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Please note this location is temporarily closed to the public; please contact Mima Guilles at mguilles@smcgov.org to arrange for inspection of public records.

PUBLIC PARTICIPATION: Please refer to the first page of this agenda for instructions on how to participate in the meeting. Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to mguilles@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the SMCEL-JPA Board members and read aloud by SMCEL-JPA staff during the meeting. We cannot guarantee that emails received less than 2 hours before the meeting will be read during the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The SMCEL-JPA Board meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the SMCEL-JPA Clerk or Chair call for the item on which you wish to speak, click on “raise hand” and if you joined the meeting by phone, dial *9 to raise your hand. The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact:

Mima Guilles, Secretary - (650) 599-1406

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

Meeting No. 25
July 9, 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

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 (arrived at 9:03am), Alicia Aguirre

SMCTA Members:

Don Horsley, Rico Medina, Emily Beach

Members Absent:

Staff Present:

Sandy Wong – Executive Council

Carter Mau – Executive Council

Mima Guilles – Secretary

Tim Fox – Legal Counsel

Matthew Click – Program/Policy Manager (PPM) for SMCEL-JPA, HNTB

Sean Charpentier, Van Ocampo – C/CAG staff supporting SMCEL-JPA

April Chan, Derek Hansel, Joe Hurley, Ladi Millard-Olmeda – SMCTA staff supporting SMCEL-JPA

Other members of staff and the public were in attendance.

2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES

Mima Guilles, Clerk of the Board, provided an overview of the 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.

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. 24 dated June 11, 2021. **APPROVED**
- 4.2 Accept the Sources and Uses of Funds for the FY21 Period Ending May 31, 2021. **APPROVED**
- 4.3 Review and approval of Resolution SMCEL 21-11 ratifying the Chief Financial Officer's binding of the SMCEL-JPA's Fiscal Year 2022 Public Officials Liability Insurance renewal and approving a cost of not to exceed \$12,843 for a term not more than 12 months. **APPROVED**

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

REGULAR AGENDA

- 5.1 Review and approval of Biennial update to Conflict of Interest Code for the San Mateo County Express Lanes Joint Powers Authority. **ACTION p.**

Tim Fox, Legal Counsel described the action requested of the Biennial update to Conflict of Interest Code for the San Mateo County Express Lanes Joint Powers Authority and begin making its biennial reviews on an even-numbered year cycle starting in 2022.

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

6.0 REPORTS

Chairperson Report.

Chair Papan reported out on the request that was made to the TA to earmark the equity enhancement fee. The TA Board has directed their staff to meet with the C/CAG staff about other funding that might be available for equity. Both TA and C/CAG staff had met and there might be an opportunity to allocate some funding now, and in the future there may be a grant process to go through for additional funding for equity.

Member Communication.

Director Beach thanked the Chair's report and also appreciated the robust discussion at the TA meeting led by staff and legal counsel in trying to find the best and appropriate ways to find TA funds to support equity.

Executive Council Report - Executive Council Verbal Report.

Carter Mau reported out that after he and April met with Sandy and Sean, they had then reported back to the TA Board last week and the TA Board has given additional suggestions on ways to fund the program and will reconvene with Sandy and Sean. He has also congratulated Sandy Wong on her retirement.

Sandy Wong thanked the Board Directors for the opportunity to serve as the Executive Council for the San Mateo County Express Lanes Joint Powers Authority. She has also announced that the C/CAG Board has executed the employment contract for Sean Charpentier as the new Executive Director for C/CAG effective August 1, 2021.

Chair Papan has thanked Sean Charpentier for his new role as Executive Director for C/CAG. She has also thanked Sandy Wong for all her dedicated service and noted that the precision and the creativity which she operates is truly impressive.

Policy/Program Manager Report.

Matthew Click gave a brief update on equity program implementation. The PPM had five external meetings with BAIFA and BATA on Fastrak start, Clipper start, means based toll pilot, preloaded transponders. Trying to work through the implementation challenges. Had three internal workshops. Also met internally with legal and financial to get input and guidelines and had a final workshop with JPA staff, administration, communication and, marketing. Next up is to host a meeting with Executive Councils to run this through for refinements and bring back to the Board in September with a proposal.

Other Comments

Lenka from Caltrans wanted to thank Sandy for her friendship and all her hard work and services.

Director Beach thanked Sandy and appreciated her hard work and incredible dedication to C/CAG and the County and having the joy and opportunity to work with her.

Director Horsley thanked Sandy for her persistent leadership. A collaborative and thoughtful person who sets the tone. He's wished her the best.

WRITTEN COMMUNICATIONS

None.

NEXT REGULAR MEETING

August 13, 2021

ADJOURNMENT – 9:26 a.m.

San Mateo County Express Lanes Joint Power Authority Agenda Report

Date: August 13, 2021

To: San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) Board of Directors

From: Executive Council

Subject: Information on Statement of Revenues and Expenditures for the Period Ended June 30, 2021

(For further information, contact Derek Hansel, CFO, at 650-508-6466)

The Finance Division engages in many activities following the end of the June 30 fiscal year both to close out the old fiscal year and set up the new fiscal year. The demands of these activities require a longer time to produce a complete Statement of Revenues and Expenses than allowed by the normal board meeting cycle. Consequently, staff will present a Statement of Revenues and Expenses for June at the October 8th meeting of the Board of Directors. The auditors, Eide Bailly, LLP, expect to finish the audit in late October. We expect to have the Annual Financial Report finalized by November 2021.

San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: August 13, 2021

To: San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) Board of Directors

From: Executive Council

Subject: US101 Express Lanes Southern Segment Opening - Public Education and Marketing Efforts Update

(For further information, please contact April Chan, Chief Officer, Planning, Grants & TA, San Mateo County Transportation Authority Program at chana@samtrans.com)

RECOMMENDATION

That the SMCEL-JPA Board receive an update via a powerpoint presentation on the US101 Express Lanes public education and marketing efforts.

FISCAL IMPACT

This is an informational item. There is no fiscal impact related to receiving this information.

SOURCE OF FUNDS

NA

BACKGROUND

At the August 13, 2021 SMCEL-JPA Board Meeting, staff will provide an update on latest staff efforts on the preparation of a public education and marketing campaign for the opening of the US101 Express Lanes southern segment – Whipple to San Mateo/Santa Clara county border – in conjunction with VTA's opening of their lanes in the December 2021 timeframe.

ATTACHMENT

1. PowerPoint presentation



Express Lane Opening Southern Section

Public Education and Marketing

Overview

- Public Education and Marketing
 - Goal: Simple, Consistent Messaging
- Project Team: SMCTA, C/CAG, VTA, Caltrans, MTC
- Timeline: September – December 2021

September	October	November	December

Timeline: August – September 2021

September	October	November	December

- Develop Messaging
 - Finalize JPA Branding Project
 - Finalize Simple, Consistent Key Messages
 - Update JPA Website: smcexpresslanes.com

Timeline: October 2021 (60 days before launch)

September	October	November	December

- **Public Information Campaign**
 - On Corridor Signage
 - Regional websites (MTC, 511, Caltrans)
 - Social Media Messaging (Partners)
 - Press Release (with Caltrans, VTA, MTC)
 - Outreach: Cities, Counties, Community, Business and Key Stakeholders (CBO) - email blast

Timeline: November 2021 (30 days before launch)

September	October	November	December

- Marketing and Media Campaign
 - Continue Public Information Campaign
 - Launch Advertising Campaign
 - Digital/Print/Social
 - Radio
 - Outdoor (billboards)

Timeline: December 2021

September	October	November	December

- Continue Public Information Campaign
- Continue Marketing and Media Campaign
- Express Lane Opening: December 2021