



BOARD OF DIRECTORS 2018

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AGENDA

CITIZENS ADVISORY COMMITTEE (CAC) MEETING

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

WEDNESDAY, AUGUST 29, 2018 – 6:30 pm

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Public Comment
4. Approval of Minutes from July 25, 2018 Meeting
5. Presentation: Express Bus Study – Millie Tolleson
6. SamTrans Staff Update – Margo Ross
7. CAC Member Comments/Requests
8. Liaison Reports
 - a. SamTrans Board – Michelle Buzbee
 - b. Community Engagement Committee – Nancy Lacsamana
9. CAC Retreat - Wednesday, September 26, 2018 4:00-6:00 pm
10. Next Meeting: Wednesday, September 26, 2018 at 6:30 pm, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA
11. Adjournment

INFORMATION FOR THE PUBLIC

If you have questions on the agenda, please contact the Acting District Secretary at 650.508.6279. Assisted listening devices are available upon request. Board and CAC agendas are available on the SamTrans website at www.samtrans.com.

Date and Time of Board and Advisory Committee Meetings

San Mateo County Transit District (SamTrans) Committees and Board: First Wednesday of the month, 2:00 pm. SamTrans Citizens Advisory Committee: Last Wednesday of the month, 6:30 pm. Date, time, and location of meetings may be changed as needed.

Location of Meeting

The San Mateo County Transit District Administrative Building is located at 1250 San Carlos Avenue, San Carlos, one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes ECR, 260, 295 and 398. [Map link](#)
Additional transit information can be obtained by calling 1-800-660-4287 or 511.

Public Comment

If you wish to address the Citizens Advisory Committee, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Citizens Advisory Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Citizens Advisory Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, SamTrans will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Cindy Gumpal at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email to cacsecretary@samtrans.com; or by phone at 650.508.6279, 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 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

Draft

SAN MATEO COUNTY TRANSIT DISTRICT
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA

CITIZENS ADVISORY COMMITTEE (CAC) MEETING MINUTES

July 25, 2018

MEMBERS PRESENT: S. Appenrodt, J. Baker, A. Barnes, M. Buzbee (Chair), J. Galisatus, B. Gomez, A. Juarez, S. Koya (Vice Chair), N. Lacsamana, M. Lewis, F. Liu, R. Pico, R. Surles

MEMBERS ABSENT: None.

STAFF PRESENT: M. Ross, P. Blankenship, Christiane Kwok, Christy Wegener, J. Epstein, M. Tolleson, J. Jest, C. Groves, J. Brook

Chair Michelle Buzbee called the meeting to order at 6:31 pm and led the Pledge of Allegiance.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES OF THE SAMTRANS CAC MEETING OF JUNE 27, 2018

Motion/Second: Koya/Baker

Ayes:, J. Baker, A. Barnes, M. Buzbee (Chair), J. Galisatus, B. Gomez, A. Juarez, S. Koya (Vice Chair), N. Lacsamana, M. Lewis, R. Pico

Absent: S. Appenrodt, F. Liu, R. Surles

Frank Liu arrived at 6:35 pm.

Steve Appenrodt arrived at 6:36 pm.

Renita Surles arrived at 6:45 pm.

PRESENTATIONS

Brown Act and Advocacy on Ballot Measures

Catherine Groves, Legal Counsel, gave a presentation that provided the fundamental points of the Brown Act and how it applies to communications among CAC members.

Bob Gomez asked about having a telephone meeting with other Committee members. Ms. Groves said the Brown Act concerns prohibiting having a conversation about the business of the agency with a majority of the members (quorum) of a legislative body outside of a publicly noticed meeting. She added that if the topic does not concern the business of the agency, then the communication is not considered a meeting by the Brown Act.

Vice Chair Sonny Koya asked about emailing fewer members than would constitute a quorum. Ms. Groves said that that communication could easily turn into a serial meeting if it gets forwarded to other members.

Ms. Groves said teleconferencing is allowed if a quorum is physically located within the jurisdiction of the legislative body. She said that the teleconferencing location must be noticed and open to the public, and that all votes must be taken by roll call.

Ms. Groves said that meeting topics are limited to what is on the agenda. She said that even if a topic is related, it would be a violation of the Brown Act to discuss it if it is not on the agenda. She said that public comments that are off topic can be responded to briefly and then should be agendized if further discussion is needed. She noted that while legislative bodies have the opportunity to cure violations of the Act at another meeting, such violations contribute to unwanted negative publicity for the agency.

Ms. Groves reviewed exceptions to the rule of not discussing an item that is not on the agenda. She confirmed for Ms. Lacsamana that a new topic someone wishes to discuss must be agendized at a new meeting.

Mr. Gomez asked which entities are subject to the Brown Act. Ms. Groves confirmed that the Act applies to public entities in California.

Ms. Groves confirmed for Chair Buzbee that an ad hoc committee would not qualify as a standing committee.

Ms. Groves gave a presentation clarifying the difference between advocating or opposing a ballot measure representing one's personal beliefs versus appearing to represent the position of your agency. She referred specifically to the resolution passed in July on the Get Us Moving (GUM) investment plan, which will culminate in a ballot measure asking for half-cent sales tax increase to address traffic congestion in San Mateo County.

She said that the laws apply to Board, staff, and advisory committees, including the CAC. She said that publicly funded resources (phones, fax machines, etc.) cannot be used to promote voting for or against something. She said that public resources can, however, be used to provide information and education about issues in a neutral, balanced manner. She said that members are allowed to campaign in a private capacity - that is, not representing the agency - not using public time or resources.

Richard Pico asked if a SamTrans employee could donate money to the District and Ms. Groves said yes, as long as it was in the employee's capacity as a private citizen and as long as he was not asked to make a donation. He asked if the Board of Supervisors could poll the public to see if a measure were going to pass. Jessica Epstein, Government and Community Affairs Officer, said that going forward, the District's role in the measure is over.

Chair Buzbee said asked if CAC members could be involved in a campaign. Ms. Groves said they could if they did so in their own private capacity. She added they can identify themselves as Committee members, but that they are not speaking on behalf of the CAC. She clarified for Mr. Pico that while he could say that he advocates for a certain measure, he could not say that the CAC as a whole is for or against that measure.

Vice Chair Koya asked about the majority of votes needed to pass a ballot measure. Ms. Epstein said that the half-cent sales tax measure would require a two-thirds majority to pass and that Proposition 6 would require a 51 percent majority vote.

Ms. Groves confirmed for Mr. Pico that if he had email communications with another Committee member, that is not considered a Brown Act public meeting.

Market Segmentation Study Key Findings

Julian Jest, Market Research Specialist, presented an overview of his research on the composition of SamTrans bus ridership as well as the reasons that non-riders or former riders choose not to use transit.

Vice Chair Koya said he was impressed that 70 percent of riders said they were still willing to ride if the trip were 10 minutes longer.

Ms. Lacsamana said she appreciated the study. She suggested that in the future, riders should be polled about how they safe they feel on transit.

John Baker said he thought it was interesting that 30 percent of survey respondents said they thought riding transit was cheaper than driving a car. Frank Liu said that it was 70 percent of the 28 percent of riders who would continue to ride if the trip duration increased, so the correct figure is 19.6 percent of respondents instead of 30 percent.

Chair Buzbee asked why the statistics in the presentation didn't show all ethnicities. Mr. Jest said the slides only show the top three ethnicities. She asked why ridership is shown to decrease the longer someone has lived in the County. Ms. Ross said she presumed that some prior riders may have moved to less expensive areas, which may be a contributing factor to lower ridership.

Coastside Transit Study

Millie Tolleson, Principal Planner, summarized the study being considered for adoption by the SamTrans Board, which examines the current and future transit needs of Coastside residents.

Vice Chair Koya said some Coastside residents had requested bus shelters in the past. He asked if shelters were being considered.

Jason Galisatus asked if reducing bus size would result in a cost savings. Ms. Tolleson said bus size doesn't save money. She said they were exploring using microtransit or on-demand service, which does use smaller vehicles and would generate a cost savings.

Mr. Gomez commented on the lack of bus shelters in East Palo Alto. Ms. Tolleson said the upcoming business plan includes an analysis of bus stops and amenities, and said that the amenities such as shelters depend on the ridership of a stop. Ms. Ross concurred that certain standards must be met for a stop to qualify for a bus pad or shelter.

CAC RETREAT

Chair Buzbee said that she and Vice Chair Koya had been co-facilitating the plan for the CAC retreat. She said the proposed time is 4:00-6:00 pm on Wednesday, September 26, prior to the CAC meeting beginning at 6:30 pm. Ms. Ross said she would reserve the Auditorium.

Allie Juarez asked Chair Buzbee if she and Vice Chair Koya would be soliciting ideas for the agenda from the Committee. Chair Buzbee said that all suggestions were welcome and members should email them to the CAC secretary.

SAMTRANS STAFF UPDATE

SamTrans Performance Statistics for June 2018

Ms. Ross summarized the June performance statistics:

- Average Weekday Ridership – 33,320
- On-Time Performance – 78.587%
- Complaints – 178
- MBSC – 25,470
- Tokens – 15,537 (Adult)/14,986 (Youth)
- Did Not Operate – 128

Vice Chair Koya noted that the youth token numbers were down due to school being out. Nancy Lacsamana said that adult token numbers were almost half of what they were for June 2017. Ms. Ross said she would check the numbers and report back to the Committee.

CAC MEMBER COMMENTS/REQUESTS

Mr. Liu recommended not having the KX route stop at the San Bruno BART station during rush hours. Patrick Blankenship, Manager of Scheduling and Planning, said they would be doing an evaluation of the merging of the KX and 398 routes. Ms. Ross said that there are KX patrons that use the San Bruno BART stop. Mr. Liu suggested that another alternative, especially during rush hours, would be to have the KX exit US-101 at I-380 instead of at San Bruno Avenue. Mr. Baker said if the KX exit switched to I-380, then it would miss the San Bruno Caltrain station stop.

Vice Chair Koya discussed some of the shortcomings of merging the KX and 398 routes. Ms. Ross said that by expanding Route 398, the District is providing more service to more people. Vice Chair Koya said he felt there was a lack of public outreach prior to the merge of KX and 398.

Mr. Liu expressed his gratitude for having the opportunity to part of the Committee for that last 26 months. He noted that Uber and Lyft are the first choice for east-west transit and thought that the District should try to become competitive in serving this sector.

Mr. Baker said he would like to have a statement of support item for the upcoming traffic congestion ballot measure on the next meeting agenda. Ms. Epstein said to wait until the measure has been assigned a ballot number before taking any action. Ms. Ross suggested putting comments of support in the minutes rather than approving a resolution. Chair Buzbee would check with Ms. Ross offline about the proper procedure to take action on the measure.

Staff and members congratulated Mr. Liu, who is leaving the Committee to start school at UC Berkeley in August.

LIAISON REPORTS

SamTrans Board of Directors

Chair Buzbee summarized highlights of the July Board meeting, including the unanimous approval of the ordinance to impose a sales tax to implement the San Mateo County Congestion Relief Plan. She said she would update the Committee on the the ad hoc committee formed to discuss the negotiating agreement between the District, Facebook, and Plenary Concessions. She said that Jim Hartnett, General Manager/CEO, had announced the release of the SamTrans mobile app in September.

SamTrans Accessibility Advisory Committee

Chair Buzbee asked the membership if they wanted to continue reporting out on this committee since the monthly accessibility and paratransit report is available in the agenda packets on the Board calendar website. Hearing no objections, she said that the accessibility advisory committee report would no longer be on the CAC agenda.

She said she wanted to add regular updates on the Community Engagement Committee meetings, beginning with the August 29 agenda.

NEXT MEETING

The next meeting will be held August 29, 2018 at 6:30 pm, 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, CA.

ADJOURNMENT

The meeting adjourned at 8:32 pm.

SamTrans Performance Statistics

		AWR	OTP	Complaints	MBSC	Tokens		DNO
						Adult	Youth	
July	2017	32,293	83.50%	95	24,050	25,159	4,828	2
August	2017	36,201	80.36%	151	24,068	26,583	18,075	5
September	2017	44,590	81.48%	185	26,633	27,967	34,211	7
October	2017	40,861	81.71%	175	33,933	28,492	27,678	1
November	2017	37,683	79.72%	155	24,254	25,213	23,789	43
December	2017	35,258	78.90%	173	26,411	22,431	21,234	59
January	2018	33,640	81.47%	196	25,181	22,164	20,410	26
February	2018	36,386	78.69%	204	25,838	24,017	21,324	11
March	2018	36,084	79.55%	179	27,062	26,025	25,612	2
April	2018	35,645	80.57%	124	23,514	27,234	20,230	21
May	2018	37,960	78.47%	150	24,322	23,583	34,316	36
June	2018	33,320	78.58%	178	25,470	15,537	14,986	128
July	2018	30,627	80.80%	137	25,048	16,025	5,780	28
PERFORMANCE CATEGORY DESCRIPTION								
AWR (Average Weekday Ridership) - measures average ridership on a weekday basis for the month.								
OTP - On Time Performance, sampling thousands of schedules in the system for lates, earlies, and on-times.								
Complaints - total complaints received for the month on SamTrans services and facilities.								
MSBC (Miles Between Service Calls) - measures miles between roadcalls.								
Tokens - total of Adult and Youth token usage for the month.								
DNO (Did Not Operate) - number of schedules not operated due to unplanned circumstances, such as accidents, street construction or mechanical issues.								