

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

**CITIZENS ADVISORY COMMITTEE (CAC)  
MEETING MINUTES**

**July 29, 2020**

**MEMBERS PRESENT (Via Teleconference):** M. Adler, S. Appenrodt, J. Baker (Vice Chair), I. Chan, B. Gomez, S. Johnston, N. Lacsamana, M. Lewis, A. Madrid, D. Smith (left at 7:56 pm)

**MEMBERS ABSENT:** A. Barnes (Chair), A. Juarez

**STAFF PRESENT:** A. Rivas, C. Wegener, J. Brook

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Vice Chair John Baker called the meeting to order at 6:33 pm and led the Pledge of Allegiance.

**2. ROLL CALL**

CAC Secretary Jean Brook called the roll. A quorum was present.

**3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

There were no comments.

**4. APPROVAL OF MEETING MINUTES FROM JUNE 24, 2020**

Motion/Second: Johnston/Adler

Ayes: Adler, Appenrodt, Baker, Chan, Gomez, Johnston, Lacsamana, Lewis, Madrid, Smith

Noes: None

Absent: Barnes, Juarez

**5. PRESENTATION: BROWN ACT BASICS**

Katherine Tsou, Legal Counsel, Hanson Bridgett LLC, provided the presentation, and was joined by Catherine Groves, Legal Counsel.

Alex Madrid asked for a definition of accessibility as it applies to the Executive Order regarding virtual meetings. Ms. Tsou said that the law does not specify the method of accessibility, only that modifications must be made upon request. Ms. Groves said that much work about how people can participate.

Nancy Lacsamana noted from her participation in other virtual meetings that commenters could remain anonymous. She asked if comments to the Board were limited to written comments only. Ms. Tsou said that each agency decides on their methods of participation and must clearly state so in meeting materials and online. Ms.

Groves said that the Governor's order does allow for a reasonable interpretation of the requirement.

Scott Johnston asked how many states have adapted to virtual meetings in the manner of the Brown Act. Ms. Tsou said she was not familiar with other states' rules.

Vice Chair Baker asked about participating remotely pre-pandemic and making his remote location available for public access. Ms. Groves said that participants should work with the hotel or wherever they are staying to have a more specific location where the public could have access to participate.

## **6. PRESENTATION: SAMTRANS SCENARIO PLANNING**

Christy Wegener, Director of Planning, provided the presentation.

Mr. Johnston asked if the traffic level on El Camino was back to normal or had impacted on-time service. Ms. Wegener said at the beginning of the shelter-in-place order, the on-time performance was much improved. She said that starting with the August runbook, the buses will operate on weekdays at a weekend running time to account for less weekday traffic. Ana Rivas, Acting Director of Bus Transportation, said they have been exceeding the projected 85 percent of on-time performance over the last few months due to reduced traffic congestion. Iris Chan asked about cleaning procedures, which Ms. Rivas outlined.

Mr. Madrid asked about adding an ECR (El Camino Real) express service. Ms. Wegener said they were not planning on adding an express service on the ECR routes, but they would be adding an extra bus to achieve a frequency of 15 as opposed to 20 minutes. She added that the District is working closely with the County Health Department.

Ms. Rivas said they were trying to increase the capacity on buses by removing interior luggage racks on the articulated buses. She said that by adding the operator barriers, they have gained some more room to maintain social distance.

Mr. Gomez noted the new cleaning procedures being used on commercial aircraft. He asked how often the buses are cleaned. Ms. Wegener said they are cleaned once a day. Mr. Gomez said he did not currently feel comfortable riding the bus and suggested twice daily cleaning. He said he was concerned for the safety of the operators as well as the passengers.

Michelle Lewis asked if the stop request cords were cleaned. Ms. Rivas said they were cleaned as part of the regular sanitation protocol.

Vice Chair Baker asked how flexible will the District be with adapting to emerging school schedules. Ms. Wegener said the District is setting itself up to be as flexible as possible as it continues to communicate closely with the school districts. She said that depending on changing school needs and limiting the load on buses, it is possible that the District may not be able to serve all its high-need fixed routes.

## **7. REPORT OF THE CHAIR**

Vice Chair Baker said that he had no report in Chair Andrew Barnes's absence.

## **8. SAMTRANS STAFF UPDATE**

Ms. Rivas provided details from the following report on the most recent bus statistics:

### Ridership

We monitored ridership trends and analyzed ridership data to adjust the service changes effective August 16. The average weekday ridership for bus declined by 60.5 percent in the month of June 2020 compared to June 2019. The total ridership (weekends included) declined -52.6 percent

### COVID-19

We continue following social distance protocols and taking necessary precautions per the Centers for Disease Control to protect our passengers and operators. We installed operator barriers to protect the operators in preparation for reinstating fare collection and front door boarding will begin on August 16. We will also launch a strong face covering enforcement campaign. The campaign includes social media and marketing strategies to remind customers to use face coverings at all times. There will be transit police field presence, and face masks will be available to give to customers on an as-needed-basis. We are deploying up to 35 standby buses to use as trippers at key locations throughout the county to relieve max capacities.

### OTP

We exceeded our On-Time Performance goal of 85 percent at 86.16 percent for the month of June.

### DNO

I am happy to report that we had only one DNO schedule in June.

*Doug Smith left the meeting at 7:56 pm*

Ms. Rivas said riders without masks would be offered a free mask if they do not have one. She said the current load limit is six passengers on a regular bus and ten passengers on an articulated bus. She said that the operator can radio for another bus if waiting passengers who cannot be accommodated.

Mr. Madrid asked about collecting fares and maintaining social distancing. Ms. Rivas said there would be no contact with the operator when passengers pay fares. She said fare collection would begin August 16, with passengers entering through the front and exiting through the rear door.

Mr. Johnston asked how people would be notified of the new procedures. Ms. Rivas said messages are being disseminated through a marketing campaign and signage near the front door: face coverings are required, front entry, rear exit, social distance of six feet.

## **9. CAC MEMBER COMMENTS/REQUESTS**

Vice Chair Baker noted that he had a positive experience riding a SamTrans bus for the first time in a long while while returning home after participating in a public march.

## **10. LIAISON REPORTS**

### **a. SamTrans Board**

Vice Chair Baker provided highlights of Board actions from the July 8 meeting.

### **b. Community Engagement Committee**

Ms. Lacsamana said she had no report.

## **11. NEXT MEETING**

Chair Barnes said that the next meeting will be held Wednesday, August 26, 2020 at 6:30 pm, via Zoom teleconference.

## **12. ADJOURNMENT**

The meeting adjourned at 8:08 pm.