

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

Meeting No. 50  
September 8, 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

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### 1.0 CALL TO ORDER/ ROLL CALL

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

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

\*Participated remotely in the meeting as a member of the public.

<b>Staff Present (In-Person):</b>	<b>Staff Present (Remote):</b>
Sean Charpentier – C/CAG Executive Council	Monique Fuhrman – HNTB
April Chan – SMCTA Executive Council	
Mima Crume – Clerk of the Board	<b>Members of the Public (In-Person):</b>
Tim Fox – Legal Counsel	
Kaki Cheung – C/CAG	
Van Ocampo – C/CAG	
Lacy Vong – HNTB	

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. 49 dated June 9, 2023. APPROVED
- 3.2 Accept the Sources and Uses of Funds for the FY23 Period Ending May 30, 2023. APPROVED
- 3.3 Review and approval of Resolution SMCEL 23-11 authorizing the Chair of SMCEL-JPA to execute the License Agreement between the City of San Bruno and the SMCEL-JPA for Express Lanes toll facilities within the City Rights of Way. APPROVED
- 3.4 Review and approval of Resolution SMCEL 23-12 authoring the Chair of SMCEL-JPA to execute the License Agreement between the City of Millbrae and the SMCEL-JPA for Express Lanes toll facilities within the City Rights of Way. APPROVED
- 3.5 Review and approve Resolution SMCEL 23-13, ratifying the purchase of General Liability Insurance, Public Officials Liability, and Property Insurance policies for a 12-month period at a not to exceed amount of \$531,266. APPROVED
- 3.6 Review and approve Resolution SMCEL 23-14, establishing the settlement authority for general liability claims. APPROVED
- 3.7 Review and approve Resolution SMCEL 23-15 authorizing the Chair of the SMCEL-JPA to execute a new service contract with the California Highway Patrol (CHP) for enforcement services through Fiscal Year 2025 for an amount not to exceed \$606,909. APPROVED
- 3.8 Receive information on Statement of Revenues and Expenses for the Period Ended June 30, 2023. INFORMATION
- 3.9 Accept the Sources and Uses of Funds for the FY2024 Period Ending July 31, 2023. APPROVED
- 3.10 Reject a claim under California Government Claims Act for non-culpability. APPROVED

Director Salazar MOVED to approve the consent agenda items 3.1 to 3.10.  
Director Beach SECONDED. **MOTION CARRIED 5-0-0**

4.0 **REGULAR AGENDA**

- 4.1 Review and Approval of Resolution SMCEL 23-16 authorizing the Chair to execute Amendment No. 2 to the Agreement with HNTB Corporation for Policy/Program Management Services for an amount not to exceed \$2,474,560, covering the period of November 1, 2023, through October 31, 2025.

APPROVED

The Board received a presentation to further extend HNTB’s contract for another two years (from November 1, 2023, through October 31, 2025).

Director Beach **MOVED** to approve item 4.1. Director Papan **SECONDED**. Roll call was taken. **MOTION CARRIED 5-0-0**

- 4.2 Receive an informational update about the Community Transportation Benefits Program, the draft evaluation results from the pilot year, and provide feedback on draft recommendations and next steps.

INFORMATION

The Board received a presentation update about the Community Transportation Benefits Program, the draft evaluation results from the pilot year, and provide feedback on draft recommendations and next steps.

- 4.3 Receive quarterly update on the US 101 Express Lanes operations.

INFORMATION

The Board received a presentation on the quarterly update on the US 101 Express Lanes operations. Q4 of FY23 is the first full quarter of operations on San Mateo 101. Future quarterly reports will seek to draw comparisons between quarters well as year over year.

5.0 **REPORTS**

- a) Chairperson Report.

None.

- b) Member Communication.

None.

- c) Executive Council Report - Executive Council Verbal Report.

April Chan reported she has attended and presented the Community Transportation Benefits Program at the Minority Transportation Official Conference. A Self-Help Counties Coalition Conference will be held in October. Ms. Chan and Mr. Charpentier were asked to conduct a tour of the Express Lanes at the end of October. The tour will showcase the Express Lanes facilities and share information on the Transportation Benefits Program.

d) Policy/Program Manager Report.

Lacy Vong thanked the Board for the approval of the extension of the contract and is looking forward to the next two years.

6.0 WRITTEN COMMUNICATIONS

None.

7.0 NEXT REGULAR MEETING

October 13, 2023

8.0 ADJOURNMENT – 10:28 a.m.