

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

Meeting No. 56

<p>Date: Friday, June 14, 2024</p> <p>Time: 9:00 A.M.</p> <p>Primary Location: San Mateo County Transit District Office 1250 San Carlos Ave, 2nd Fl. Auditorium, San Carlos, CA</p> <p>Teleconference Location (Alternate Public Access): Bay Area Metro Center, 375 Beale Street, Claremont Conference Room, 1st Floor, San Francisco, California 94105</p>	<p>Join by Webinar: https://us02web.zoom.us/j/89457882843?pwd=M3piQzZmMy9TSjNYbFdUdHdsWGZvdz09</p> <p>Webinar ID: 894 5788 2843</p> <p>Password: 061424</p> <p>Join by Phone: (669) 900-6833</p>
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*****HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE*****

This meeting of the SMCEL-JPA Board of Directors will be held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the location above. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

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

1.0 CALL TO ORDER/ ROLL CALL

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.

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. 55 dated May 17, 2024. ACTION p. 1
- 3.2 Accept the Sources and Uses of Funds for the FY2024 Period Ending April 30, 2024. ACTION p. 7
- 3.3 Review and approval of Biennial update to Conflict of Interest Code for the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA). ACTION p. 9

4.0 **REGULAR AGENDA**

- 4.1 Public Hearing: Approval of SMCEL Resolution 24-04 on the adoption of the Fiscal Year (FY) 2025 SMCEL-JPA Operating Budget. ACTION p. 14
- 4.2 Receive a quarterly update on the operations of the US 101 Express Lanes. INFORMATION p. 31
- 4.3 Election of a Chairperson and a Vice Chairperson to serve a one-year term, effective July 1, 2024. ACTION p. 49

5.0 **REPORTS**

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

6.0 **WRITTEN COMMUNICATIONS**

None.

7.0 **NEXT REGULAR MEETING**

July 12, 2024

8.0 **ADJOURNMENT**

PUBLIC NOTICING: All notices of SMCEL-JPA regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, CA, and on SMCEL-JPA's website at: <http://www.ccag.ca.gov>.

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 San Mateo County Express Lanes JPA (SMCEL-JPA), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on SMCEL-JPA's website at: <http://www.ccag.ca.gov>. Please note that SMCEL-JPA's office is temporarily closed to the public; please contact Mima Crume at (650) 599-1406 to arrange for inspection of public records.

ADA REQUESTS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mima Crume at (650) 599-1406 or mcrume@smcgov.org by 10:00 a.m. prior to the meeting date.

PUBLIC PARTICIPATION DURING HYBRID MEETINGS: During hybrid meetings of the SMCEL-JPA Board, members of the public may address the Board as follows:

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

1. Your written comment should be emailed to mcrume@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. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the SMCEL-JPA Board members, made publicly available on the SMCEL-JPA website along with the agenda. Emails received less than 2 hours before the meeting will be provided to the SMCEL-JPA Board members and included in the administrative record of the meeting as soon as practicable.

Spoken comments will be accepted during the meeting in person and through Zoom. Public comments will be taken first by speakers in person followed by via Zoom. Please read the following instructions carefully:

***In-person participation:**

1. If you wish to speak to the Board, please fill out a speaker's slip located on the 2nd floor auditorium side table against the wall. If you have anything that you wish distributed to the Board and included in the official record, please hand it to the SMCEL-JPA Clerk who will distribute the information to the Board members and staff.

***Remote participation:**

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." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak. If calling in via phone, press *9 to raise your hand and when called upon press *6 to unmute.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact SMCEL-JPA staff:

Executive Director: Sean Charpentier (650) 599-1409

Clerk of the Board: Mima Crume (650) 599-1406

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

Meeting No. 55
May 17, 2024

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	Michael Salazar			
C/CAG	Rich Hedges			
SMCTA	Carlos Romero			
SMCTA	Emily Beach			
SMCTA	Rico E. Medina			

Staff Present (In-Person):	Staff Present (Remote):
Sean Charpentier, Executive Council – C/CAG	Peter Skinner – TA
April Chan, Executive Council – TA	Kevin Beltz – TA
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	
Samantha Soule – HNTB	Members of the Public (Remote):
Christa Cassidy – HNTB	
Annie To – TA	

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. 54 dated April 12, 2024. APPROVED
- 3.2 Accept the Sources and Uses of Funds for the FY2024 Period Ending March 31, 2024. APPROVED
- 3.3 Review and approve Resolution SMCEL 24-01 authorizing the negotiation and execution of a service contract amendment with the California Highway Patrol (CHP) to increase the budget of the existing Agreement up to \$1,132,909, until June 30, 2025. APPROVED
- 3.4 Review and approve Resolution SMCEL 24-02 authorizing a no-cost contract amendment with Samaritan House to administer the Community Transportation Benefits Program (CTB Program) through June 30, 2025. APPROVED
- 3.5 Review and approve Resolution SMCEL 24-03 approving the proposal from Carahsoft for Granicus Video Conversion Services for SMCEL-JPA Board Meetings from July 1, 2024 through June 30, 2027, with a total not to exceed amount of \$81,048.78. APPROVED

Director Medina MOVED to approve the consent agenda items 3.1 to 3.5.
Director Romero SECONDED. **MOTION CARRIED 6-0-0**

4.0 REGULAR AGENDA

- 4.1 Receive a presentation on the draft Fiscal Year 2025 SMCEL-JPA Operating Budget. INFORMATION

The Board received a presentation for the Fiscal Year 2025 Preliminary Budget.

Revenue Budget Highlights: Total revenue, including toll revenues and violation fees, assumes a 3% growth from the FY24 forecast, based on steady traffic and revenue increases. FY24 forecast toll revenue is estimated at \$2.3 million per month, with violation fees at \$182,000 per month. The equity program funds include a \$1 million set aside from the \$100 million bond funds, anticipated to be fully utilized by the end of FY24, with no carryforward to FY25. Additionally, \$400,000 from the TA Measure A ACR-TDM program is expected to be spent in FY25.

Expense Budget Highlights: The organizational assessment started in FY24 will be completed in FY25. Bond interest and related fees are increasing significantly due to the cessation of capitalized interest from bond funds as of March 2024. BAIFA and BATA projections are based on data from July to December 2023 actuals, with a 3% growth.

FY25 Projections: Total sources of funds are projected at \$31 million, a 2.3% increase over FY24. Toll revenues are projected at \$28 million, and toll violation fees at \$2.3 million. Miscellaneous revenue interest income is estimated at \$440,000, based on a projected average cash balance of \$13.4 million at a 3.3% interest rate.

Total FY25 Budget: The total FY25 preliminary budget is projected at \$22.3 million, a 41.3% increase over the FY24 forecast. Significant items include JPA bond-related fees projected at \$4.57 million, express lane maintenance at \$847,000, consulting services at \$1.65 million, toll operations and maintenance (BAIFA) at \$6.95 million, FasTrak customer service (BATA) at \$3.65 million, and equity program administration and costs at \$1.47 million.

Flow of Funds Update: Last month, scenarios were presented to illustrate how net toll revenues could fill reserves and repay loans. Corrections were made to the summary table to clarify discrepancies. Excess toll revenue from FY23 is not sufficient to fully fund reserves. An update on reserve balances and a forecast on the flow of funds will be provided next spring.

Next Steps: Staff will incorporate Board feedback and finalize the budget for the June board meeting, where the FY25 proposed budget will be presented for Board adoption.

Clarification on Flow of Funds Update: Board Member Romero requested a review of the flow of funds update, questioning the absence of a complete year of operations for comparison. The current reserves from FY23 are insufficient to fully fund the required reserves, necessitating a return to the Board in FY24, likely by February 2025, for a more comprehensive update.

Timing and Auditing: It was clarified that the fiscal year ends on June 30, 2024, the auditing process takes about 4-5 months. Therefore, the final figures will be available post-audit, around late 2024 or early 2025. This delay is necessary to ensure accuracy in the distribution of excess revenues and allocation for reserves or loan repayments.

Equity Program Funding: Board of Director Romero inquired about the \$1.47 million allocation for the equity program in FY25. Staff responded that the cost was higher than initially projected due to startup costs. It was confirmed that \$600,000 has been set aside annually since FY23, with a carryforward to FY25 to cover increased costs, including a new program rollout expected to enhance enrollment and benefits.

Additional Questions: Board members raised further questions about the budget

numbers and the equity program's funding adequacy. The discussion confirmed that the preliminary budget projects a surplus of \$8.8 million for FY25. Further details on the community transportation benefit program and related costs were deferred to the next agenda item for a more thorough discussion.

- 4.2 Review and provide feedback on an informational update about the proposed implementation plan for the Next Generation of the Community Transportation Benefits Program. INFORMATION

The Board received a presentation and provide feedback on an informational update about the proposed implementation plan for the Next Generation of the Community Transportation Benefits Program.

Timeline and Evaluation: Staff provided a recap of the presentation in the fall, sharing program evaluation results and recommendations. The discussion included operational rules, guiding principles, and the exploration of three potential implementation options.

Key Conclusions from Evaluation: The evaluation highlighted the need to increase the benefit amount to cover transportation expenses for a longer period. It also emphasized expanding enrollment options through an online portal, integrating the benefit with regional programs like ClipperStart, and considering expanding mobility options to meet diverse needs.

Implementation Options: Three implementation options were considered:

1. Integration with the existing Clarity system.
2. An off-the-shelf enrollment portal and case management system.
3. A partnership with MTC's Salesforce platform.

Recommended Option (Option 2): The recommended solution is a commercial off-the-shelf system with a built-in enrollment portal and program management platform. The initial cost ranges from \$30,000 to \$55,000, with annual operating costs between \$150,000 and \$200,000. This option offers benefits such as flexibility, control, scalability, and efficient participant management.

Challenges and Solutions: The presentation identified several challenges, including managing participant data in a new system while ensuring privacy. Streamlining data entry for caseworkers to minimize their burden is also crucial. Additionally, developing a data-sharing agreement with the Department of Health and Human Services would be necessary.

Next Steps: The next steps include developing and issuing RFPs for vendors, finalizing the marketing strategy, and creating a framework for eligible transportation merchants. Interim enhancements will be implemented to bridge the current and next-generation programs.

The Board discussed the need for regional collaboration to ensure the program reaches all areas of the county, addressing online enrollment challenges, and maintaining efficient data management.

4.3 Receive a quarterly update on the US 101 Express Lanes Variable Rate Bond.
INFORMATION

The Board received a presentation on item 4.3, providing a quarterly update on the US 101 Express Lanes variable rate bond.

Background on Debt Issuance: In 2020, the Transportation Authority (TA) issued \$101 million in variable rate debt to finance the final portion of the \$581 million Express Lanes construction project. The debt is secured by Measure A and W sales tax revenues. The decision to opt for variable rate debt was influenced by historically lower costs of capital and prepayment flexibility compared to fixed-rate bonds.

Current Variable Rates and Outlook: The rates have been volatile but have averaged just over 1.4% since issuance, compared to an estimated 3% to 3.5% for fixed-rate bonds. Current variable rates are around 3.5%, and the Federal Reserve's actions to combat inflation are expected to influence future rates. The TA has budgeted a 3.5% rate for fiscal year 2025.

Debt Service and Revenue: The toll revenue is sufficient to cover the ongoing interest costs, operational expenses, and reserve funding. Projections indicate continued sufficiency of toll revenue to meet financial obligations. There are unused bond funds from the capital project that may be used to pay down future maturities.

Future Updates: Staff recommended moving to a quarterly consent item for updates on variable rates. The proposed presentation frequency is twice a year, either in March and September or on a similar schedule, now that the revenues are stable.

Board Feedback: Vice Chair Beach emphasized the soundness of the decision to use variable rate debt and the financial stability it provides. Board Member Rico supported biannual presentations, aligning with the TA's decision, and quarterly consent updates. Board Member Salazar agreed with the lower frequency of detailed presentations, suggesting that Kevin Beltz could align the TA and Board updates for efficiency. The Board concluded the discussion by agreeing to the recommended update schedule.

5.0 REPORTS

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

Appointment of Chair and Vice Chair:

As done annually, the Board will appoint a new chair and vice chair at the June

meeting.

Scheduling of Meetings:

A meeting is needed sometime between July and August. However, it is uncertain if two board meetings are necessary. A quick poll during the meeting indicated a preference for taking August off. The decision was made to hold a board meeting in July and take a break in August.

Community Transportation Benefit Program Award:

The Community Transportation Benefit Program adopted by the JPA Board will receive a Transportation Innovation Award at the WTS Annual Awards Dinner. The event is scheduled for June 20th in Oakland. Invitations would be sent to all board members. It is hoped that either the chair or vice chair will attend to receive the award on behalf of the agency.

Additional Announcements:

Further details and reminders about the awards dinner will be provided.

d) Policy/Program Manager Report.

A brief update was provided on the launch of an education campaign for the express lanes. The campaign is now live on the Express Lanes website, featuring new materials designed to explain the campaign clearly and concisely.

Additionally, there is new social media content aimed at enhancing awareness, particularly highlighting eligibility for HOV discounts, including the fact that children count toward eligibility. All content is available in multiple languages to ensure accessibility.

Board members were encouraged to visit the website, share, and repost the new content on Facebook and Twitter. Special thanks were extended to the JPA marketing and communication staff, led by Robert Casumbal, and Christa Cassidy's team for their efforts in launching this campaign.

6.0 **WRITTEN COMMUNICATIONS** – None.

7.0 **NEXT REGULAR MEETING** – June 14, 2024

8.0 **ADJOURNMENT** – 10:32am

San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: June 14, 2024

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

From: Kate Jordan Steiner, CFO

Subject: Accept the Sources and Uses of Funds for the FY2024 Period Ending April 30, 2024.
(For further information, contact Kate Jordan Steiner, CFO, at 650-647-3504)

RECOMMENDATION

That the SMCEL-JPA Board accepts and enters into the record the Sources and Uses of Funds for the Fiscal Year 2024, period ending April 30, 2024.

The statement columns have been designed to provide the annual budget and the year-to-date current actuals for the current fiscal year.

FISCAL IMPACT

Year-to-Date Sources of Funds: As of April 2024, the Total Sources of Funds are \$25.4 million. It is comprised of Toll revenues (\$22.8 million – line 1) and Toll violation, fees and penalties (\$1.7 million – line 2) from both Southern and Northern segments of Express Lanes on U.S. 101. The Sources of Funds also include Allocated bond funds - Equity program (\$0.3 million – line 3) and Interest income (\$0.5 million – line 5).

Year-to-Date Uses of Funds: As of April 2024, the Total Uses of Funds are \$9.9 million. Major expenses are in the categories of Toll operations and maintenance costs (\$3.2 million – line 19), FasTrak customer service costs (\$2.6 million – line 20), Consultant (\$1.1 million – line 17), Staff support (\$0.6 million – line 6), SMCELJPA bond interest (\$0.5 million – line 25), Insurance (\$0.4 million – line 14), and Credit enhancement fee (\$0.3 million – line 24).

BACKGROUND

Budget Amendment: There are no budget amendments for the month of April 2024.

Other Information:

Loan payables represent loan advance payments received and the interests accrued since the formation of the SMCEL-JPA from the San Mateo County Transportation Authority and the City/County Association of Governments of San Mateo County. Loan advances will be repaid on a monthly basis and no later than five years after the San Mateo County 101 Express Lanes Project begins operations and receives toll revenues.

ATTACHMENT

1. Sources and Uses of Funds Fiscal Year 2024 (April 2024)

SAN MATEO COUNTY EXPRESS LANE JPA
SOURCES AND USES OF FUNDS
Fiscal Year 2024
April 2024

	ADOPTED BUDGET		ACTUALS	
	Annual		As of 4/30/2024	
SOURCES OF FUNDS:				
1 Toll Revenues	\$	20,200,000	\$	22,846,068
2 Toll Violation, Fees and Penalties		4,200,000		1,725,410
3 Allocated Bond Funds - Equity Program		577,550		274,427
4 SMCTA Measure A (ACR TDM) - Equity Program		400,000		-
5 Misc. Income		-		551,601
TOTAL SOURCES OF FUNDS	\$	25,377,550	\$	25,397,506
USES OF FUNDS:				
6 Staff Support	\$	1,032,871	\$	550,508
7 Administrative Overhead		117,139		127,728
8 Seminar Training/Business Travel		40,500		9,800
9 Audit & Bank Fees		22,636		13,068
10 Promotional Advertising		50,000		41,670
11 Utilities		50,000		71,890
12 Software Maintenance & License		33,600		26,011
13 Legal Services		60,000		50,000
14 Insurance		500,000		427,744
15 SMCEL-JPA Bond Related Debt Fees		520,000		73,299
16 Miscellaneous		52,090		18,271
17 Consultant		2,206,700		1,101,031
18 Express Lane Maintenance		847,000		22,474
19 Toll Operations and Maintenance (BAIFA)		8,350,000		3,191,721
20 FasTrak Customer Service (BATA)		5,200,000		2,599,996
21 Express Lanes Enhanced Enforcement (CHP)		240,000		269,004
22 Equity Program Administration and Costs		1,435,000		274,427
23 Interest Expense on Operating Advances		269,098		181,785
24 Credit Enhancement Fee		400,000		333,330
25 SMCEL-JPA Bond Interest		1,000,000		511,257
TOTAL USES OF FUNDS	\$	22,426,634	\$	9,895,014
PROJECT SOURCES OVER USES	\$	2,950,916	\$	15,502,492
Additional Information:				
Loan and interest payable to the City/County Association of Governments of San Mateo County			\$	2,704,185
Loan and interest payable to the San Mateo County Transportation Authority			\$	3,182,481
Interest and debt fees payable on capital loan of \$100M to San Mateo County Transportation Authority			\$	584,556

San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: June 14, 2024

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

From: Timothy Fox, Lead Deputy County Counsel

Subject: Review and approval of Biennial update to Conflict of Interest Code for the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA).

(For further information, contact Tim Fox at 650-363-4456)

RECOMMENDATION

That the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) review and approve the Conflict of Interest Code of for the SMCEL-JPA.

FISCAL IMPACT

There is no fiscal impact associated with the approval of the Conflict of Interest Code for the JPA.

SOURCE OF FUNDS

Not Applicable.

BACKGROUND

California Government Code § 87306.5 requires each local agency to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, if it must be amended. The JPA adopted its Conflict of Interest Code on June 6, 2019, on July 9, 2021, and on June 9, 2023.

While there have there been no substantial changes to the JPA’s own organizational structure since the last code was approved, there has been a reorganization of positions within C/CAG and the San Mateo County Transportation Authority (TA), affecting the listing of positions requiring filing. There have been no substantial changes in duties or responsibilities for any positions since the last code was approved other than the reorganization reflected in the attachment.

Staff will file a Biennial Notice with these changes reflected. Adopting the Code in 2024 allows synchronization of the typical biennial even-year review. The next adoption period will be in June of 2026.

ATTACHMENT

1. Conflict of Interest Code

**Conflict of Interest Code of
EXPRESS LANES JPA
A Joint Powers Authority**

**County of San Mateo
State of California**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Express Lanes JPA.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to 2 Cal. Code of Regs. Section 18227 and Government Code Section 87500, the County Clerk for the County of San Mateo shall be the official responsible for reviewing and retaining statements of economic interests and making the statements available for public inspection and reproduction.

Individuals holding designated positions shall file their statements of economic interests with the Express Lanes JPA, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements, the Express Lanes JPA shall make and retain copies and forward the originals to the County Clerk.

**Express Lanes JPA
Conflict of Interest Code**

List of Designated Positions for Express Lanes JPA and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee’s position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

Designated Employees	Disclosure Category
Members, Board of Directors	1,2,3,4
Alternate Members, Board of Directors	1,2,3,4
Secretary, Board of Directors	1,2,3,4
Members, Executive Council	1,2,3,4
General Counsel	1,2,3,4
Policy/Program Manager	1,2,3,4
San Mateo County Transit District, Executive Director	1,2,3,4
San Mateo County Transit District, Deputy General Manager/CEO	1,2,3,4
San Mateo County Transit District, Executive Officer, Transportation Authority	1,2,3,4
San Mateo County Transit District, Chief Financial Officer	1,2,3,4
San Mateo County Transit District, Chief Communication Officer	1,2,3,4
San Mateo County Transit District, Deputy Chief Communication Officer	1,2,3,4
San Mateo County Transit District, Director, Budgets	1,2,3,4
San Mateo County Transit District, Deputy Chief Financial Officer	1,2,3,4
San Mateo County Transit District, Director, Treasury	1,2,3,4
San Mateo County Transit District, Director, Marketing and Market Research	1,2,3,4
San Mateo County Transit District, Director, Government and Community Affairs	1,2,3,4
San Mateo County Transit District, Manager, Government and Community Affairs	1,2,3,4
San Mateo County Transit District, Director, Project Delivery	1,2,3,4
San Mateo County Transit District, Manager, Budgets	1,2,3,4

San Mateo County Transit District, Manager, Treasury Operations	1,2,3,4
San Mateo County Transit District, Manager, Communications	1,2,3,4
San Mateo County Transit District, Manager, Digital Communications	1,2,3,4
San Mateo County Transit District, Manager, Marketing and Creative Services	1,2,3,4
San Mateo County Transit District, Senior Project Manager	1,2,3,4
C/CAG Executive Director	1,2,3,4
C/CAG Deputy Director	1,2,3,4
C/CAG Program Director	1,2,3,4
C/CAG Transportation System Coordinator	1,2,3,4
C/CAG Associate Transportation System Coordinator	1,2,3,4
C/CAG Transportation Program Specialist	1,2,3,4
Other Consultants*	1,2,3,4

*The Executive Council, after consultation with the General Counsel, shall review the duties and authority of all consultants retained by Express Lanes JPA. Those consultants who, within the meaning of 2 Cal. Code of Regs. Section 18700, et seq. are required to file statements of economic interests, shall do so. During each calendar year, Express Lanes JPA shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Express Lanes JPA
Description of Disclosure Categories

Category 1

A designated person assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2

A designated person assigned to Category 2 is required to disclose interests in real property which may be materially affected by a decision made or participated in by the designated employee.

Category 3

A designated person assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4

A designated person assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management which may be materially affected by any decision made or participated in by the designated employee.

San Mateo County Express Lanes Joint Powers Authority Agenda Report

DATE: June 14, 2024

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

FROM: Kate Jordan Steiner
Chief Financial Officer

SUBJECT: Public Hearing: Approval of SMCEL Resolution 24-04 on the adoption of the
Fiscal Year (FY) 2025 SMCEL-JPA Operating Budget.

(For further information or questions, contact Kate Jordan Steiner at
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RECOMMENDATION

Staff recommends that the Board:

1. Conduct a public hearing on the approval of the FY2025 Budget, in accordance with Section 131266 of the California Public Utilities Code;
2. Adopt the FY2025 SMCEL-JPA Budget in the amount of \$22,258,749 as presented in Attachment A; and
3. Delegate investment authority to the Executive Council or designee, to act in the capacity of Treasurer, for the period of July 1, 2024, through June 30, 2025, pursuant to section 53607 of the California Government Code.

FISCAL IMPACT

Adoption of the FY2025 Budget would provide the SMCEL-JPA budget authority for \$22,258,749 in anticipated expenditures in the upcoming fiscal year. This budget includes toll revenues and express lanes operational and maintenance (O&M) expenses for the full corridor.

SOURCE OF FUNDS

Funding sources for the SMCEL-JPA mainly come from toll revenues and interest earnings.

BACKGROUND

Management and operation of the Express Lanes is governed by the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA), a six-member joint powers authority consisting of

three (3) San Mateo County Transportation Authority (TA) Board members and three (3) City/County Association of Governments of San Mateo County (C/CAG) Board members.

The Express Lanes, extending over 22 miles within San Mateo County, provide a continuous link to Santa Clara County’s express lanes. These lanes facilitate travel in both the northbound and southbound directions along US 101, stretching from Santa Clara County line to Interstate 380 in South San Francisco. The FY25 Budget provides funding for the continued operational support of the full corridor of the US 101 Express Lanes.

Investment Authority Delegation

The authority to invest and manage the holdings of the JPA rests with the board. California Government Code (CGC) 53607 permits the board to delegate authority to for one-year periods. This authority will be an annual board item to “approve” the investment policies that are in place. While investment policy changes occur from time to time, they do not occur annually, and CGC code 53646 requires board review only when changes are made to the policy.

Public Hearing Requirements & Process

Section 131266 of the California Public Utilities Code requires the SMCEL-JPA to give notice of and hold a public hearing for the adoption of an annual budget. Notice of the time and place of the public hearing must be published at least once, 15 days prior to the hearing.

Notice of this public hearing appeared in the San Mateo Daily Journal on May 30, 2024. The notice is currently posted at the lobby of 1250 San Carlos Ave, San Carlos, the kiosk at the San Mateo County courtyard, where the SMCEL-JPA’s agendas also are posted for public viewing. As of the date of publication of this staff report, no written comments have been received.

Staff recommends that the Board:

1. Conduct the public hearing;
2. Receive an oral staff report and presentation on the proposed budget;
3. Ask staff to answer any Board member questions;
4. Accept public comment;
5. Close the public hearing;
6. Hold Board discussion; and
7. Adopt the proposed budget.

Changes From May Board Meeting

There are no changes in the proposed budget from the May Board meeting.

FY25 Proposed Budget

Please refer to Attachment A for a comparative schedule of the FY25 Proposed, FY24 Forecast, and the FY24 Adopted budgets. The line numbers for each revenue and expense item are detailed below and refer to the corresponding line numbers on Attachment A.

Total Sources of Funds (Line 7)

Total revenues for FY25 are projected at \$31.0 million (M), an increase of \$0.7M (2.3%) compared to FY24 Forecast. The FY24 Forecast shows a total revenue of \$30.3M, an increase of \$5.0M from the FY24 Adopted budget.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
SOURCES OF FUNDS					
TOTAL SOURCES OF FUNDS	25,377,550	30,341,790	31,038,000	696,210	2.3%

Toll Revenues (Line 2) \$28.0M – Increase \$0.8M compared to FY24 Forecast

The FY25 Proposed Budget is estimated to be \$28.0M, which reflects a 3.0% growth compared to the FY24 Forecast. This growth is based on an assumption of steady state of traffic and revenue with a slight increase, similar to other regional corridor growth rates. Total annual revenue for FY24 Forecast is projected to be \$27.2M (\$2.3M per month). This number is derived from the average tolls gathered in the same six-month period. The FY24 Adopted Budget was \$20.2M, calculated from the average monthly tolls from the southern segment from July 2022 to February 2023, and escalated by the lane mile for the full corridor.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
SOURCES OF FUNDS					
Toll Revenues	20,200,000	27,172,000	27,988,000	816,000	3.0%

Toll Violation, Fees, and Penalties (Line 3) \$2.3M – Increase \$65,000 compared to FY24 Forecast

This line item pertains to the penalties and charges linked to the use of the Express Lanes. The FY25 Proposed Budget is estimated to be \$2.3M, which reflects a 3.0% growth from the six-month average of actual fees collected between July to December 2023.

The FY24 Forecast of \$2.2M is based on averaging the fee collections during the corresponding period. The monthly estimate of the FY24 Forecast is \$0.2M. The FY24 Adopted Budget of \$4.2M assumed a monthly collection of \$0.4M. The monthly figure is derived from the average fees of the southern segment from December 2022 to February 2023, and escalated by the lane miles for the full corridor. The increase in FasTrak adoption by driver has led to fewer fees and violations than initially projected. The monthly collection has been fairly steady between July to December 2023.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
SOURCES OF FUNDS					
Toll Violation, Fees and Penalties	4,200,000	2,188,000	2,253,000	65,000	3.0%

Allocated Bond Funds – Equity Program (Line 4) \$0 – Decrease \$0.6M compared to FY24 Forecast.

As part of the \$100.0M loan agreement the TA made to the SMCEL-JPA in 2020, \$1.0M was earmarked for equity program expenses. The FY25 Proposed Budget does not include an allocation for this as it is expected that the Allocated Bond Funds will be completely expended in FY24. This is consistent with the FY24 Forecast, which projects that the remaining \$0.6M of the \$1.0M set aside for the Equity Program Administration and Costs will be fully spent. The FY24 Adopted budget included a rollover of \$0.6M, which was based on the projected expenditures from the previous year.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
SOURCES OF FUNDS					
Allocated Bond Funds - Equity Program	577,550	558,100	-	(558,100)	-100.0%

SMCTA Measure A (ACR TDM) – Equity Program (Line 5) \$0.4M – Increase \$0.3M compared to FY24 Forecast

On January 6, 2022, TA Board made a one-time allocation of \$0.4M from the Alternative Congestion Relief/Transportation Demand Management (ACR/TDM) program to the US 101 Express Lanes Equity Program.

The FY25 Proposed Budget assumes a carryforward balance of \$0.4M. This is based on the FY24 Forecast that projects an expenditure of \$45,900 for the Equity Program. The FY24 Adopted Budget reflects the originally approved allocation of \$0.4M.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
SOURCES OF FUNDS					
SMCTA Measure A (ACR TDM) - Equity Program	400,000	45,900	354,100	308,200	671.5%

Miscellaneous Revenue - Interest Income (Line 6) \$0.4M – Increase \$65,110 compared to FY24 Forecast

This line item reflects the interest income on the SMCEL-JPA’s average annual cash holdings.

The FY25 Proposed Budget projects interest earnings of \$0.4M, assuming an average balance of \$13.4M at a 3.3% interest rate. This represents a \$65,110 increase over the FY24 Forecast. The amount of interest in the FY24 Forecast is \$0.4M. The estimate is based on a \$11.4M cash balance at a 3.3% interest rate. No interest income was budgeted in the FY24 Adopted Budget as the lanes were newly open.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
SOURCES OF FUNDS					
Miscellaneous Revenue (Interest Income)	-	377,790	442,900	65,110	17.2%

Uses of Funds

Staff Support & Administrative Overhead: (Line 10) \$1.2M – Increase \$0.3M compared to FY24 Forecast

This includes staff wages, benefits, and administrative overhead from the San Mateo County Transit District/TA and C/CAG to support the operations of the SMCEL-JPA.

- The FY25 Proposed Budget is projected at \$1.2M, reflecting an increase of \$0.3M over the FY24 Forecast. Due to the cancellation of several Board meetings in FY24, staff costs are expected to be lower than the adopted budget. A total of 3.52 full-time equivalents (FTEs) in C/CAG and San Mateo County Transit District (District)/TA staff time is budgeted in FY25. The additional costs are driven by increases in staff time dedicated to the Express Lanes operation. New key initiatives planned for FY25 include implementation of recommendations from the Organizational Assessment, procurement of a new Program and Policy Manager contract, and the preparation of an Expenditure Plan.
- The FY24 Forecast is projected at \$0.9M, which is based on the actual staff charges and administrative overhead expenses up to February 2024 and estimated for the subsequent months. The decrease of \$0.3M from the FY24 Adopted budget is attributed to staff supporting the JPA charging less time than initially budgeted.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Staff Support	1,172,750	897,548	1,197,358	299,810	33.4%

Seminar/Training & Business Travel: (Line 11) \$40,500 – Increase \$24,264 compared to FY24 Forecast

This item includes cost of seminars, training and conferences related to express lanes administration and technology, business travel for meeting attendance in and around the region to discuss Express Lanes business, as well as meetings with the State, such as California Department of Transportation (Caltrans), California Toll Operations Committee, and the International Bridge, Tunnel and Turnpike Association (IBTTA) meetings & events.

- The FY25 Proposed Budget retains the same allocation as the FY24 Adopted Budget, amounting to \$40,500 for Seminar/Training and Business Travel. The FY24 Forecast of \$16,236 reflects lower-than-expected expenses in training and business travel.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Seminar/Training & Business Travel	40,500	16,236	40,500	24,264	149.4%

Audit and Bank Fees: (Line 12) \$21,965 – Minimal increase compared to FY24 Forecast

This line item encompasses the costs for annual audit services, Government Finance Officers Association subscriptions and applications as well as bank fees and fiscal agent fees.

- The FY25 Proposed Budget is projected at \$21,965 while the FY24 Adopted budget is at \$22,636. This represents a modest increase of \$21,799 over the FY24 Forecast. This is attributed to the yearly rise in the Consumer Price Index (CPI) of the annual audit service agreement.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Audit & Bank Fees	22,636	21,799	21,965	166	0.8%

Promotional Advertising: (Line 13) \$50,000 – No change compared to FY24 Forecast

This budget request is for marketing and promotional advertising services for the San Mateo US 101 toll program, such as education and outreach on the usage of the Express Lanes.

The amount of \$50,000 is consistent with the FY25 Proposed, FY24 Forecast and FY24 Adopted Budgets.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Promotional Advertising	50,000	50,000	50,000	-	0.0%

Utilities: (Line 14) \$60,000 - Increase of \$10,000 compared to FY24 Forecast

This line item includes utilities costs from PG&E.

- The FY25 Proposed is budgeted at \$60,000 and will cover all the utility costs that will be incurred for the Express Lanes operations.
- The FY24 Adopted Budget amount is consistent with the FY24 Forecast of \$50,000. There is no change.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Utilities	50,000	50,000	60,000	10,000	20.0%

Software Maintenance & License: (Line 15) \$38,000 – Increase \$8,279 compared to FY24 Forecast

- The FY25 Proposed budget allocates \$38,000 for software subscriptions, which includes \$10,000 for Box online Document Management and \$28,000 for Granicus software. This allocation is \$8,279 higher than the FY24 Forecast, reflecting rising costs of subscription.
- The FY24 Forecast projects a total of \$29,721, showing a \$3,879 drop from the FY24 Adopted Budget, which is due to the actual expenditures being lower than anticipated.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Software Maintenance & License	33,600	29,721	38,000	8,279	27.9%

Legal Services: (Line 16) - \$60,000 – Increase \$48,000 compared to FY24 Forecast

This line item covers costs for contracted legal services provided by the San Mateo County Attorney’s Office.

- The FY25 Proposed and FY24 Adopted Budget reflects \$60,000 based on the contracted amount. The FY24 Forecast reflects the projected spending for the year.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Legal Services	60,000	12,000	60,000	48,000	400.0%

Insurance: (Line 17) \$0.7M – Increase \$54,500 compared to FY24 Forecast

This line item is for the annual premium for property and liability coverage.

- The FY25 Proposed Budget is projected at \$0.7M, which is \$54,500 more than the FY24 Forecast, primarily due to a few claims in the past year.
- The FY24 Forecast is projected at \$0.6M. This is an increase of \$0.1M in premiums over the FY24 Adopted budget, due to the higher insurable value for covering the entire corridor and a required increase in General Liability coverage.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Insurance	500,000	615,000	669,500	54,500	8.9%

SMCEL-JPA Bond Related Debt Fees: (Line 18) \$0.7M – Increase \$0.4M compared to FY24 Forecast

- The FY25 Proposed Budget projects \$0.7M for bond-related debt fees, including \$0.5M in Letter of Credit (LOC) fees, \$0.1M in Trustee and Remarketing fees, and \$30,000 in legal expenses. This amount is \$0.4M higher than FY24 Forecast, which accounts for only 4 months of debt fees- from March to June 2024.
- The FY24 forecast of \$0.3M only covered four months of interest (March-June 2024), after the capitalized interest are no longer available after February 2024. The FY25 budget reflects a full year of expenses.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
SMCEL-JPA Bond Related Debt Fees	520,000	280,000	670,000	390,000	139.3%

Miscellaneous: (Line 19) \$54,300 – Increase \$26,390 compared to FY24 Forecast

- This line item includes provisions for dues and subscriptions, board compensation, ADP fees, office supplies, printing, and information services.
- The FY25 Proposed Budget allocates \$54,300 for miscellaneous expenses, a \$26,390 increase from the FY24 Forecast of \$27,910. This increase is to cover higher anticipated Board of Director compensation, International Bridge, Tunnel & Turnpike Association (IBTTA) membership fees and Pen Media Audio Visual costs.
- The FY24 Forecast represents a decrease of \$1,440 over the FY24 Adopted budget due to fewer Board meetings in the fiscal year.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Miscellaneous	29,350	27,910	54,300	26,390	94.6%

Consultant: (Line 20) \$1.6M – Increase \$0.3M compared to FY24 Forecast

This line item is for consulting services, which cover the HNTB’s Policy Program Management (PPM) contract that is valid until October 2025, a one-time organizational study and analysis, various technical studies, advocacy and lobbying efforts.

- The FY25 Proposed Budget allocates \$1.6M for consulting services, representing a \$0.3M increase compared to the FY24 Forecast. This additional funding in FY25 supports essential initiatives, including:
 - Completion of the organizational assessment: \$70,000.
 - As needed technical studies not covered by the scope of the PPM contract: \$150,000.
 - Advocacy/lobbying efforts: \$75,000.
- The FY24 Forecast is projected at \$1.4M, which is \$0.9M less than the FY24 Adopted Budget. The forecast represents projected costs for the HNTB PPM and the organizational study and analysis. There are no projected costs for technical studies and advocacy/lobby services.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Consultant	2,206,700	1,350,000	1,645,000	295,000	21.9%

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST VS FY25 PROPOSED	PERCENTAGE CHANGE
HNTB Policy Program Management (PPM)	\$ 1,481,700	\$ 1,200,000	\$ 1,200,000	\$ -	0.0%
Organizational Study and Analysis	400,000	150,000	220,000	70,000	31.8%
Allowance for Technical Studies/Services	250,000		150,000	150,000	100.0%
Advocacy and Lobbying Services	75,000		75,000	75,000	100.0%
Total Consultant	\$ 2,206,700	\$ 1,350,000	\$ 1,645,000	\$ 295,000	21.9%

Express Lane Maintenance: (Line 21) \$0.8M – Increase \$0.6M compared to FY24 Forecast

- The FY25 Proposed Budget allocates \$0.8M for an extensive Caltrans maintenance agreement. This includes \$0.6M for direct maintenance work – covering labor, equipment, and repairs materials, and \$0.3M for Traffic Management Program (TIMP) operations, which involve real-time surveillance and incident management.
- In contrast, the FY24 Forecast is at \$0.2M. This is the reflection of the projected spending for the year based on incurred costs to date.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Express Lane Maintenance	847,000	222,500	847,000	624,500	280.7%

Toll Operations and Maintenance (BAIFA) (Line 22) \$7.0M– Increase \$1.0M compared to FY24 Forecast

This line reflects the Bay Area Infrastructure Financial Authority’s (BAIFA) operation of the Express Lanes toll system, including the collection of toll transactions and traffic data, sending

information to the Bay Area Toll Authority customer service center, monitoring system performance, providing roadway operations, and the maintenance of toll system equipment and software.

- The FY25 Proposed Budget is projected at \$7.0M. This includes program management, operations and maintenance of toll system, Regional Operations Center (ROC) 511 monitoring, other civil costs not covered by Caltrans, AT&T host/fiber costs, and a 10% contingency. This estimate is derived from the six-month average cost incurred from July to December 2023. The budget also accounts for the prevailing wage increase for the three toll system maintenance technicians, a 2.9% rise in the fixed rate of the toll system, and a 3% increase in variable costs relative to the FY24 Forecast.
- The FY24 Forecast is projected at \$6.0M. This estimate is based on the same six-month average cost analysis from July to December 2023. This \$2.4M decrease from the FY24 Adopted Budget, which was calculated based on actual expenditures from the southern segment of 7.0 mile, escalated for the full corridor’s lane mile.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Toll Operations and Maintenance (BAIFA)	8,350,000	5,990,000	6,950,000	960,000	16.0%

BAIFA	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
Program Management	\$ 1,060,000	\$ 580,000	\$ 990,000	\$ 410,000	70.7%
Toll Systems	\$ 3,190,000	\$ 2,860,000	\$ 3,600,000	\$ 740,000	25.9%
Regional Operations Center (ROC) - Fixed	\$ 570,000	\$ 400,000	\$ 590,000	\$ 190,000	47.5%
Other Civil Costs not covered by Caltrans	\$ 2,700,000	\$ 1,410,000	\$ 960,000	\$ (450,000)	-31.9%
Backhaul - Fixed (AT&T Host Costs & Fiber Costs)	\$ 190,000	\$ 200,000	\$ 180,000	\$ (20,000)	-10.0%
Contingency - 10%	\$ 640,000	\$ 540,000	\$ 630,000	\$ 90,000	16.7%
Total	\$ 8,350,000	\$ 5,990,000	\$ 6,950,000	\$ 960,000	16.0%

FasTrak Customer Service (BATA) (Line 23) \$3.6M – Increase \$0.1M compared to FY24 Forecast

This line item is to provide customer service for FasTrak® accounts and trips taken on the US 101 Express Lanes in San Mateo County, to process customer payments and issue toll evasion violation notices.

- The FY25 Proposed Budget is projected at \$3.6M. This estimate is calculated using the average costs from July to December 2023, plus a 10% contingency. This reflects a \$0.1M increase over the FY24 Forecast, marking an approximately 3.0% growth rate for FY25.
- The FY24 Forecast represents a decrease of \$1.7M compared to the FY24 Adopted Budget of \$5.2M based on average costs from July to December 2023.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
FasTrak Customer Service (BATA)	5,200,000	3,543,100	3,647,500	104,400	2.9%

BATA	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST VS FY25 PROPOSED	PERCENTAGE CHANGE
FasTrak Maintenance & Accounting	\$ 200,000	\$ 88,400	\$ 91,100	\$ 2,700	3.1%
Customer Service Center	\$ 4,000,000	\$ 2,334,000	\$ 2,404,000	\$ 70,000	3.0%
Credit Card and Banking Fees	\$ 900,000	\$ 723,700	\$ 745,400	\$ 21,700	3.0%
Direct Costs	\$ 100,000	\$ 75,000	\$ 75,000	\$ -	0.0%
Contingency - 10%		\$ 322,000	\$ 332,000	\$ 10,000	3.1%
Total	\$ 5,200,000	\$ 3,543,100	\$ 3,647,500	\$ 104,400	2.9%

Express Lane Enhanced Enforcement (CHP) (Line 24) \$0.6M – Increase \$0.2M compared to FY24 Forecast

This line item is for the California Highway Patrol (CHP) to provide enforcement services.

- The FY25 Proposed Budget of \$0.6M anticipates an increase of \$0.2M over the FY24 Forecast. The FY24 Forecast was based on average cost of six-month of actual expenditures from July to December 2023. The projected increase is mainly attributed to an expected rise in service levels for FY25 and an increase in CHP rate. A new contract is anticipated to be in place for FY25.
- The FY24 Forecast reflects an increase of \$0.2M compared to the FY24 Adopted Budget as this estimate is based on actual costs. The FY24 Adopted Budget was the contract amount agreed upon with CHP.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Express Lane Enhanced Enforcement (CHP)	240,000	400,000	616,000	216,000	54.0%

Equity Program Administration and Costs (Line 25) \$1.5M – Increase \$0.9M compared to FY24 Forecast

This line item reflects the agreement with Samaritan House for San Mateo 101 Express Lanes Equity Program administration services. This includes eligibility screening, marketing and outreach, oversight, reporting and the direct costs of procuring Clipper Cards and FasTrak® toll tag/transponders. Samaritan House will provide eligible residents with Clipper Cards and FasTrak® toll tag/transponders.

- The FY25 Proposed Budget is projected at \$1.5M. In November 2023, the SMCEL-JPA Board approved significant changes to the equity program, which is expected to be implemented in FY25. The new equity program will have startup development costs,

increased marketing and outreach, increased benefit costs from \$100 to \$200 per eligible participant, which is anticipated to result in an increased level of participation. FY25 is funded by \$0.4M of TA ACR/TDM of funds, with the balance covered by Toll Revenues.

- The FY24 Forecast of \$0.6M projects \$0.5M for distributing around 1,000 Clipper Cards and 500 FasTrak toll tags annually, \$0.1M for administrative operations, and \$4,000 for printing and promotional activities to this program. This is a decrease compared to the FY24 Adopted Budget, as the goal was to fully utilize all available funding, including allocated bond funds of \$0.6M, \$0.4M of TA ACR/TDM funds and \$0.5M of toll revenue.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Equity Program Administration and Costs	1,435,000	604,000	1,471,039	867,039	143.5%

Interest Expense on Operating Advances: (Line 26) \$0.3M – Increase \$74,249 compared to FY24 Forecast.

This is the estimated interest incurred on the balance from the Operating advances from both C/CAG and TA.

- The FY25 Proposed Budget is \$0.3M. This includes TA interest of \$0.2M and C/CAG interest of \$0.1M. The anticipated interest rate for FY25 is 5.0% annually on an estimated \$6.3M operating advance balance. This represents an increase of \$74,249 over the FY24 Forecast, which was projected at \$0.2M. The assumption was the JPA providing \$0.1M of interest payment each to TA and C/CAG. Estimates are based on the actual interest accrued from July 2023 to January 2024 with a 4.75% interest rate applied to the remaining five month’s projection based on \$6.1M operating advance balance.
- The FY24 Adopted Budget is \$0.3M, based on an average county pool interest rate of 4.375% on an estimated \$6.0M operating advance balance.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Interest Expense on Operating Advances	269,098	246,338	320,587	74,249	30.1%

Credit Enhancement Fee: (Line 27) \$0.4M – No change with FY24 Forecast

The Credit Enhancement Fee is a cost associated with the \$100.0M bond issuance secured by the TA in 2020 to support capital, financing, and ongoing costs of the US 101 Express Lanes Project for the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA). This fee compensates the TA for assuming risk and managing the bond issuance and maintenance process.

- The fee is calculated annually at a rate of 0.4% on the outstanding loan balance.
- The FY25 Proposed Budget remains the same as FY24. The FY24 Forecast is also in

alignment with FY24 Adopted Budget.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
Credit Enhancement Fee	400,000	400,000	400,000	-	0.0%

SMCEL-JPA Bond Interest: (Line 28) \$3.5M – Increase \$2.5M compared to FY24 Forecast

When the TA issued debt in 2020 on behalf of the SMCEL-JPA to finance construction of the express lanes, the TA identified and qualified \$6.0M as capitalized interest for the first three years of the term of the loan. This capitalized interest allows the interest to be paid from the loan; however, after March 2, 2024, this set aside of capitalized interest will not be available to reimburse the interest costs.

- The FY25 Proposed Budget is projected at \$3.5M, accounting for a full year’s worth of interest expense on an outstanding loan balance of \$100.0M, with an interest rate of 3.5%. This represents a \$2.5M increase from the FY24 Forecast.
- The FY24 Adopted and FY24 Forecast amounting to \$1.0M, only covers the interest expense for the period from March to June 2024, as capitalized interest funds are no longer available after March 2, 2024.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
SMCEL-JPA Bond Interest	1,000,000	1,000,000	3,500,000	2,500,000	250.0%

Totals Uses of Funds: (Line 29)

The FY25 Proposed Budget is anticipated to be \$22.3M, showing an increase of \$6.5M over the FY24 Forecast. The FY24 Forecast is projected at \$15.7M, reflecting a decrease of \$6.6M when compared to the FY24 Adopted Budget.

	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE
USES OF FUNDS					
TOTAL USES OF FUNDS	22,426,634	15,756,152	22,258,749	6,502,597	41.3%

PROJECTED SOURCES OVER USES: (Line 30)

The FY24 Forecast projects a surplus of \$14.6M and the FY25 Proposed Budget projects a surplus of \$8.8M. Staff will distribute the surpluses for each year based on the flow of funds outlined in the loan agreement, once the yearend audit is completed. Depending on the availability of funds, future distributions may include funding of reserves and payment of debt principal.

ATTACHMENTS:

1. Resolution 24-04
2. Attachment A: Proposed FY25 SMCEL-JPA Budget

RESOLUTION SMCEL 24-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY (SMCEL-JPA) ADOPTING THE SMCEL-JPA BUDGET FOR FISCAL YEAR 2025 IN THE AMOUNT OF \$22,258,749.

BE IT RESOLVED by the Board of Directors of the Express Lanes Joint Powers Authority (SMCEL-JPA); that

WHEREAS, Section 131265(a) of the California Public Utilities Code requires the SMCEL-JPA Board of Directors to adopt an annual budget; and

WHEREAS, in accordance with Section 131266 of the California Public Utilities Code, the Authority conducted a public hearing concerning the annual budget at its meeting on June 14th, 2024; and

WHEREAS, the Board of Directors has been presented for its consideration and approval a proposed budget of \$22,258,749 for Fiscal Year 2025; and

WHEREAS, the Board delegates the investment authority to the Executive Council or designee, to act in the capacity of Treasurer, for the period of July 1, 2024, through June 30, 2025, pursuant to section 53607 of the California Government Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the SMCEL-JPA adopts the budget for Fiscal Year 2025, a copy of which is attached and incorporated herein as Attachment A.

NOW, THEREFORE, BE IT RESOLVED that the Board delegates investment authority to the Executive Council or designee, to act in the capacity of Treasurer, for the period of July 1, 2024, through June 30, 2025, pursuant to section 53607 of the California Government Code.

PASSED, APPROVED, AND ADOPTED, THIS 14th DAY OF JUNE 2024.

Alicia Aguirre, Chair

**SAN MATEO COUNTY EXPRESS LANES JPA
FY2025 PROPOSED BUDGET**

	FY2023 ACTUALS	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE	
1 SOURCES OF FUNDS							1
2 Toll Revenues	13,067,418	20,200,000	27,172,000	27,988,000	816,000	3.0%	2
3 Toll Violation, Fees and Penalties	1,038,314	4,200,000	2,188,000	2,253,000	65,000	3.0%	3
4 Allocated Bond Funds - Equity Program ¹	226,950	577,550	558,100	-	(558,100)	-100.0%	4
5 SMCTA Measure A (ACR TDM) - Equity Program ¹	-	400,000	45,900	354,100	308,200	671.5%	5
6 Miscellaneous Revenue (Interest Income)	62,767	-	377,790	442,900	65,110	17.2%	6
7 TOTAL SOURCES OF FUNDS	14,395,449	25,377,550	30,341,790	31,038,000	696,210	2.3%	7
8							8
9 USES OF FUNDS							9
10 Staff Support & Admin Overhead	1,047,219	1,172,750	897,548	1,197,358	299,810	33.4%	10
11 Seminar/Training & Business Travel	636	40,500	16,236	40,500	24,264	149.4%	11
12 Audit & Bank Fees	9,346	22,636	21,799	21,965	166	0.8%	12
13 Promotional Advertising	87,892	50,000	50,000	50,000	-	0.0%	13
14 Utilities	34,694	50,000	50,000	60,000	10,000	20.0%	14
15 Software Maintenance & License	26,205	33,600	29,721	38,000	8,279	27.9%	15
16 Legal Services	13,213	60,000	12,000	60,000	48,000	400.0%	16
17 Insurance	204,011	500,000	615,000	669,500	54,500	8.9%	17
18 SMCEL-JPA Bond Related Debt Fees	-	520,000	280,000	670,000	390,000	139.3%	18
19 Miscellaneous	28,142	29,350	27,910	54,300	26,390	94.6%	19
20 Consultant	1,321,237	2,206,700	1,350,000	1,645,000	295,000	21.9%	20
21 Express Lane Maintenance	193,495	847,000	222,500	847,000	624,500	280.7%	21
22 Toll Operations and Maintenance (BAIFA)	2,460,776	8,350,000	5,990,000	6,950,000	960,000	16.0%	22
23 FasTrak Customer Service (BATA)	2,197,736	5,200,000	3,543,100	3,647,500	104,400	2.9%	23
24 Express Lane Enhanced Enforcement (CHP)	147,087	240,000	400,000	616,000	216,000	54.0%	24
25 Equity Program Administration and Costs	226,950	1,435,000	604,000	1,471,039	867,039	143.5%	25
26 Interest Expense on Operating Advances	132,281	269,098	246,338	320,587	74,249	30.1%	26
27 Credit Enhancement Fee	332,055	400,000	400,000	400,000	-	0.0%	27
28 SMCEL-JPA Bond Interest	-	1,000,000	1,000,000	3,500,000	2,500,000	250.0%	28
29 TOTAL USES OF FUNDS	8,462,973	22,426,634	15,756,152	22,258,749	6,502,597	41.3%	29
30 PROJECTED SOURCES OVER USES	5,932,476	2,950,916	14,585,638	8,779,251	(5,806,387)		30

¹ Allocated Bond Funds and SMCTA Measure A (ACR TDM) are one-time allocations that have been carryforward from their original allocation

**SAN MATEO COUNTY EXPRESS LANES JPA
FY2025 PROPOSED BUDGET**

	FY2023 ACTUALS	FY2024 ADOPTED	FY2024 FORECAST	FY2025 PROPOSED	FY24 FORECAST vs FY25 PROPOSED	PERCENTAGE CHANGE	
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San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: June 14, 2024

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

From: Policy/Program Manager (PPM)

Subject: Receive a quarterly update on the operations of the US 101 Express Lanes.

(For further information please contact Lacy Vong, Policy/Program Manager, LVong@hntb.com)

RECOMMENDATION

Receive update on the US 101 Express Lanes operations from Interstate 380 to the San Mateo /Santa Clara County line (SM 101 Express Lanes) for the third quarter (Q3) of Fiscal Year 2024 (FY24). No Board action is required.

FISCAL IMPACT

There is no fiscal impact related to this informational item.

SOURCE OF FUNDS

N/A

BACKGROUND

US 101 Express Lanes Operations

On March 3rd, 2023, the northern segment of the US 101 Express Lanes (between Interstate-380 and Whipple Avenue) opened, establishing the complete 22-mile San Mateo 101 Express Lanes corridor. There is now a seamless express lanes network along US 101 from Interstate 380 to the San Mateo and Santa Clara County line.

The following are the operational highlights for the 3rd quarter of fiscal year 2024 (January 1 – March 31, 2024).

Trips and Revenue

- About 3.52 million express lane trips were taken on the US-101 Express Lanes in San Mateo County over 64 tolling days, which is an increase of 2.7% from the prior quarter.
- An average of 55,057 daily express lane trips were taken in Q3, which is roughly a 0.5% decrease compared to the second quarter in FY24.
- The following breaks down the distribution of different trip types taken on the SM 101 express lanes:

Trip Type	Percent of Total Q3 Trips
Single-occupancy vehicle (SOV) trips utilizing a valid transponder	19.4%
Trips receiving a discounted toll (either HOV2 or CAV)	8%
Toll-free trips (HOV3+)	40.6%
Trips captured by license plate (image-based tolls and violations)	32%

- Distribution of trip types in the express lanes remained consistent across all quarters.
 - Tolled-free trips (HOV3+) has been steadily increasing, although marginal, quarter over quarter, while tolled trips (SOV, HOV2, CAV, IBT) has been steadily decreasing.
 - This trend highlights the need to review the accuracy of occupancy declaration and work on enforcement strategies.
- The SMCEL-JPA collected \$7.4 million in toll revenue in Q3.
- The SMCEL-JPA has begun to make debt-related payments, including interests on the \$100 million bond loan and other fees, totaling approximately \$750k over FY24.

Speeds

- For the northbound direction, vehicles traveling in the express lanes during the peak hours were on average 11 mph faster than vehicles in the general-purpose lane. Southbound express lane speeds were on average 12 mph faster than the general-purpose lanes during peak hours.
- Express Lane speeds continued to stay above the federal speed requirement of 45 mph most of the tolling day.

Tolls

- Northbound and southbound have two distinct peak periods during the AM and PM commutes. Average tolls by direction in Q3 were:

Direction	AM peak (6am-9am)	PM peak (3pm-6pm)
Southbound	\$4.84	\$4.00
Northbound	\$3.21	\$4.75

- The average tolls for southbound traffic increased by 6.6% in the AM peak compared to the prior quarter and there was a 6.3% decrease during the PM peak. The average tolls for northbound traffic decreased by 1.5% and increased by 5.1% during the AM peak and PM peak, respectively.
 - The change in average tolls is somewhat linked to the change in traffic volume. When comparing Q3 to Q2, the effect of the Christmas/New Year's holidays did slightly impact revenue and volume quarter over quarter given that Q2 included the New Years holiday. In fact, average daily volume in Q3 was lower than Q2 despite Q3 having two more operating days, in which the New Years season along with an additional holiday may have impacted traffic volume during January, resulting in one of the lowest average daily trips for the months.
- The average assessed toll in the southbound direction for the quarter was \$3.46, which represents a 6.1% increase quarter over quarter, while in the northbound direction, it was \$3.20, representing a 1.6% increase quarter over quarter.
- 66% of tolled trips were less than \$3, and slightly under 7% of drivers paid a toll in excess of \$12 during Q3.

Enforcement

- CHP made 695 enforcement contacts in Q3, 32% which resulted in HOV occupancy citations.

- Enforcement costs were approximately \$86,861, resulting in an average cost per enforcement contact of approximately \$124.98.

Lane Users

- An estimated 556,000 unique vehicles made trips in the SM 101 Express Lanes.
 - 63% (350,280) of the vehicles did so with a FasTrak® toll tag in the vehicle.
 - 37% (205,720) of the vehicles without a FasTrak® toll tags are captured by license plates.
 - This figure differs slightly from the previously cited 32% Image Based Toll (IBT) figure. IBT measures total trips while this statistic measures total unique vehicles.
- Vehicles carrying FasTrak® toll tags made an average of 7.6 trips per vehicle in the quarter, while vehicles identified by license plate made an average of 3.7 trips. This indicates that FasTrak® customers tend to be more frequent users of the facility.

Community Transportation Benefits Program

- By the end of Q3, 4,357 Community Transportation Benefit Program benefits were distributed.
 - 3,641 (84%) Clipper Cards were issued.
 - This represents a 15% growth quarter over quarter.
 - 716 (16%) FasTrak® Flex toll tags were issued.
 - This represents a 5% growth quarter over quarter.

ATTACHMENT

1. US 101 Express Lanes Performance: 3rd Quarter FY 2024



San Mateo 101 Express Lanes
Performance
3rd Quarter FY2024
(January – March 2024)

Rules of the Road

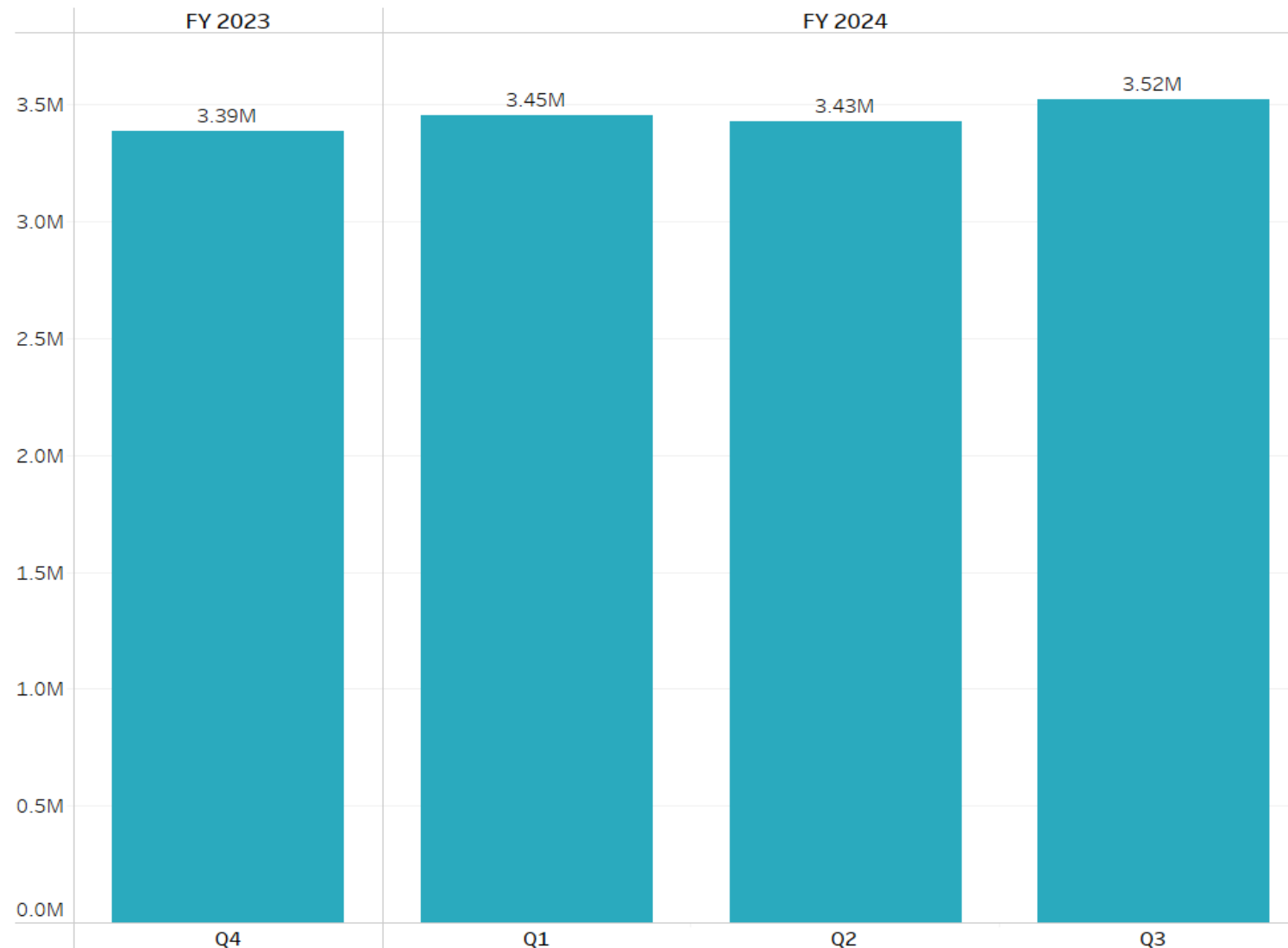
- Hours: 5 a.m. to 8 p.m. Monday – Friday
- FasTrak® required
- Carpools (HOV 3+), buses, and motorcycles travel toll-free with FasTrak® Flex toll tags
- Carpools (HOV 2) pay half-price tolls with FasTrak® Flex toll tags
- Solo drivers in eligible clean-air vehicles pay half-price toll with FasTrak® CAV toll tags



Key Performance Highlights

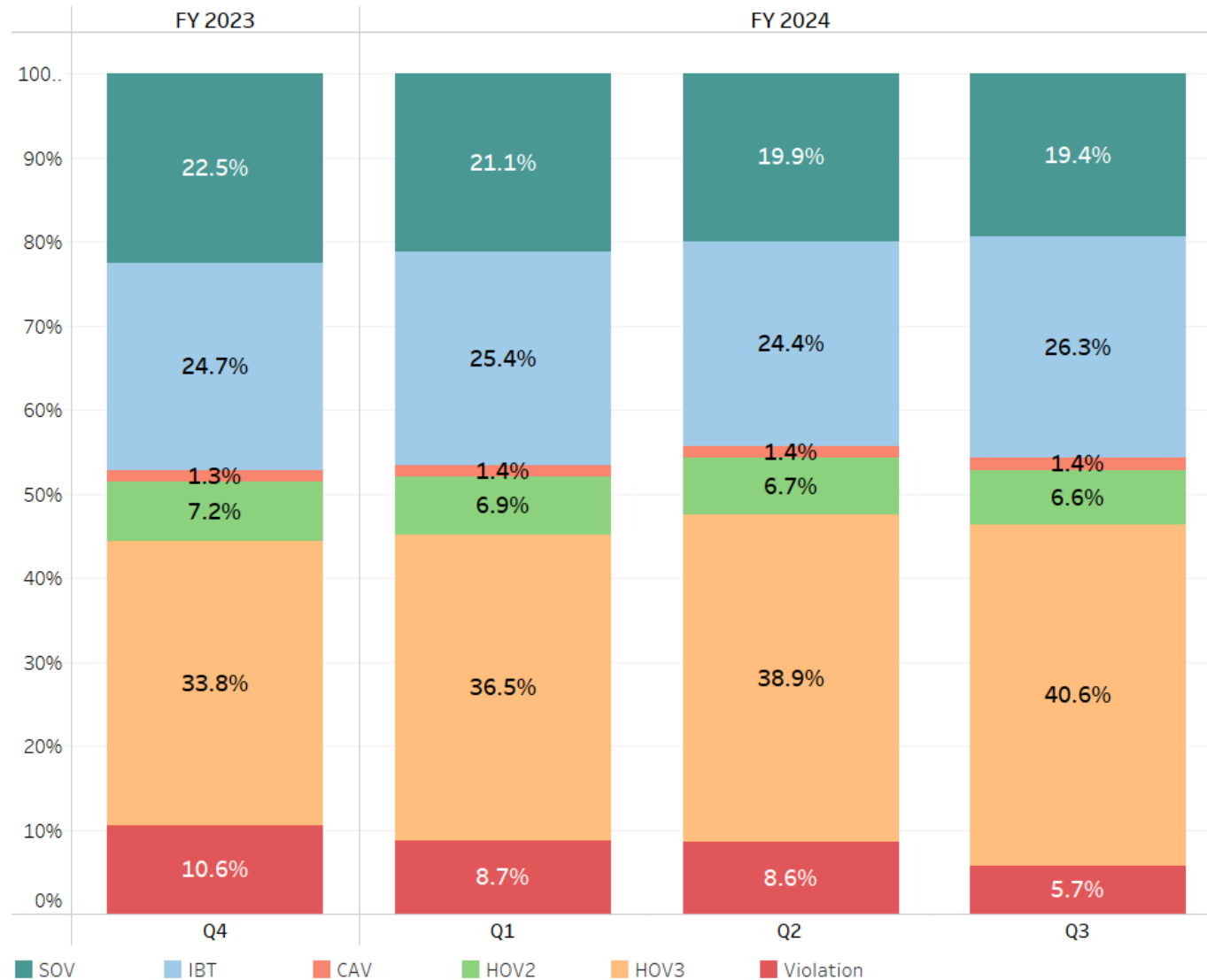
- **Consistent Trends:** Over the course of the full year of operations, observed performance has been fairly consistent.
- **Increase in Average Assessed Tolls:** Q3 saw a slight uptick in overall average assessed tolls for both corridors compared to Q2.
- **Steady Express Lane Performance:** Both trip volume and revenue for the express lanes have maintained steadiness quarter over quarter.
 - **Q3 Express Lane Volume:** Although Q3 average daily express lane volume experienced a slight dip compared to Q2, overall express lane volume for Q3 was slightly higher than Q2, which could be attributed to two additional operating days.

Express Lane Trips



- FY24 Q3 consisted of 64 tolling days.
- In FY24 Q3, an average of 55,057 express lane trips have been made daily, which is a 0.5% decrease over FY24 Q2.
- A total of 3,523,659 trips for the quarter.

Express Lane Trip Types



Toll-free trips: 40.6%

- HOV 3+ and Non-Revenue

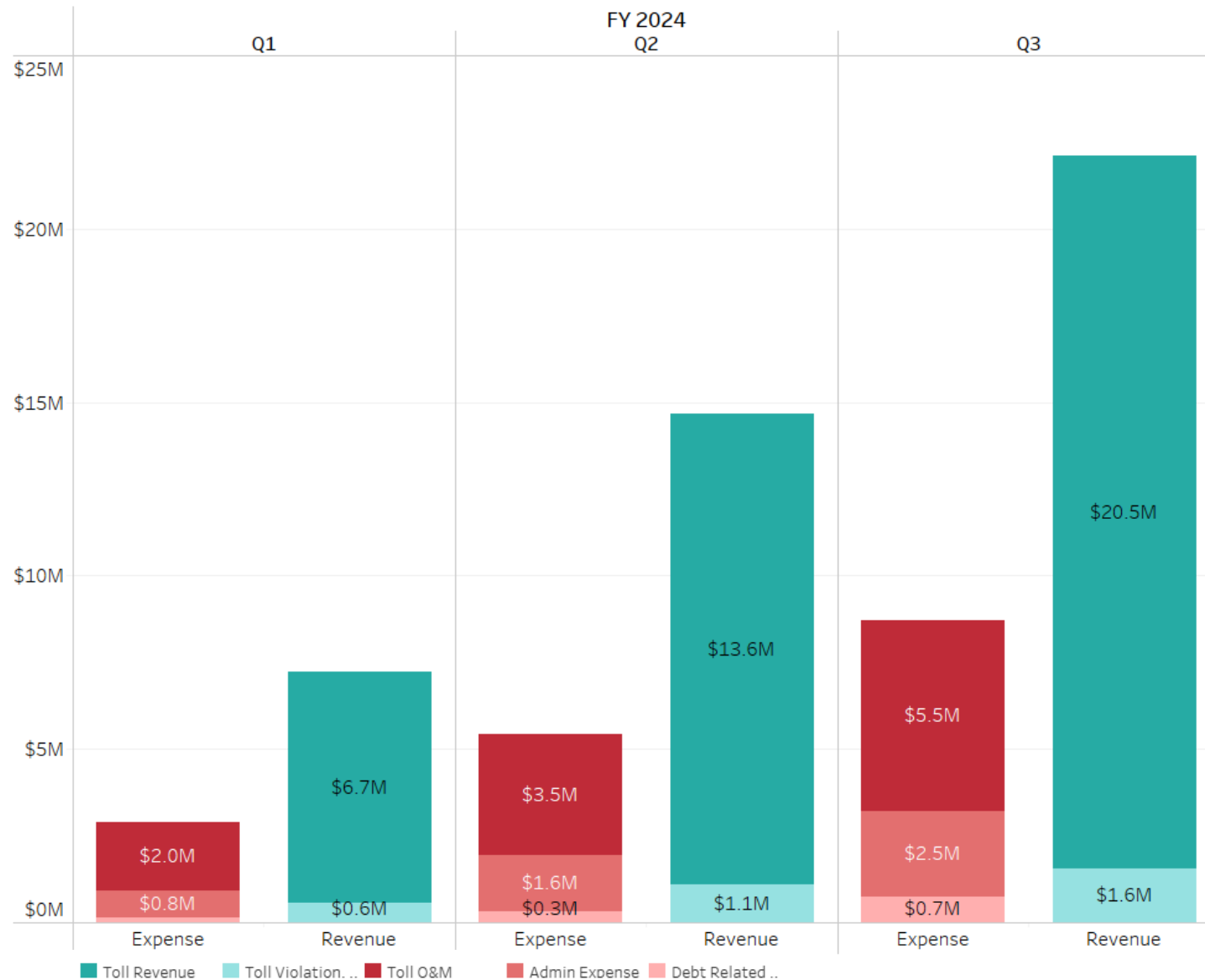
Tolled trips: 59.4%

- 51.4% full toll (SOV + IBT)
- 6.6% half toll (HOV 2)
- 1.4% half toll (CAV)

Violation trips: 5.7%

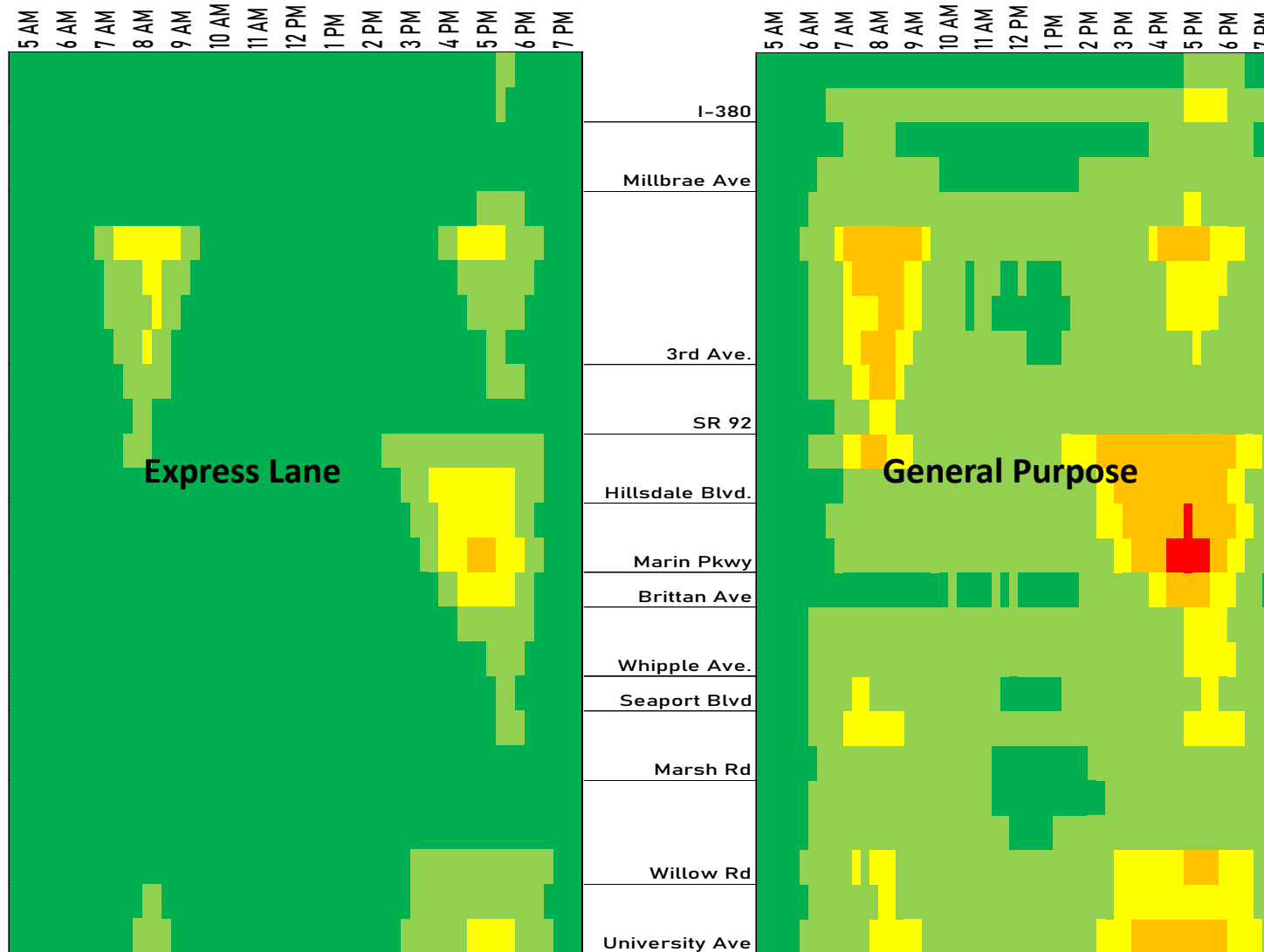
- Image-based Toll (IBT) trips with No FasTrak account at the time of the trip
- Possible reasons for the reduced violation rate are the following:
 - Increased trips in March (observed across all agencies)
 - Introduction of payment plans/OTW, as DMV holds are being processed and violations are being sent to collections.

Express Lanes Actual Cumulative Collected Toll Revenue



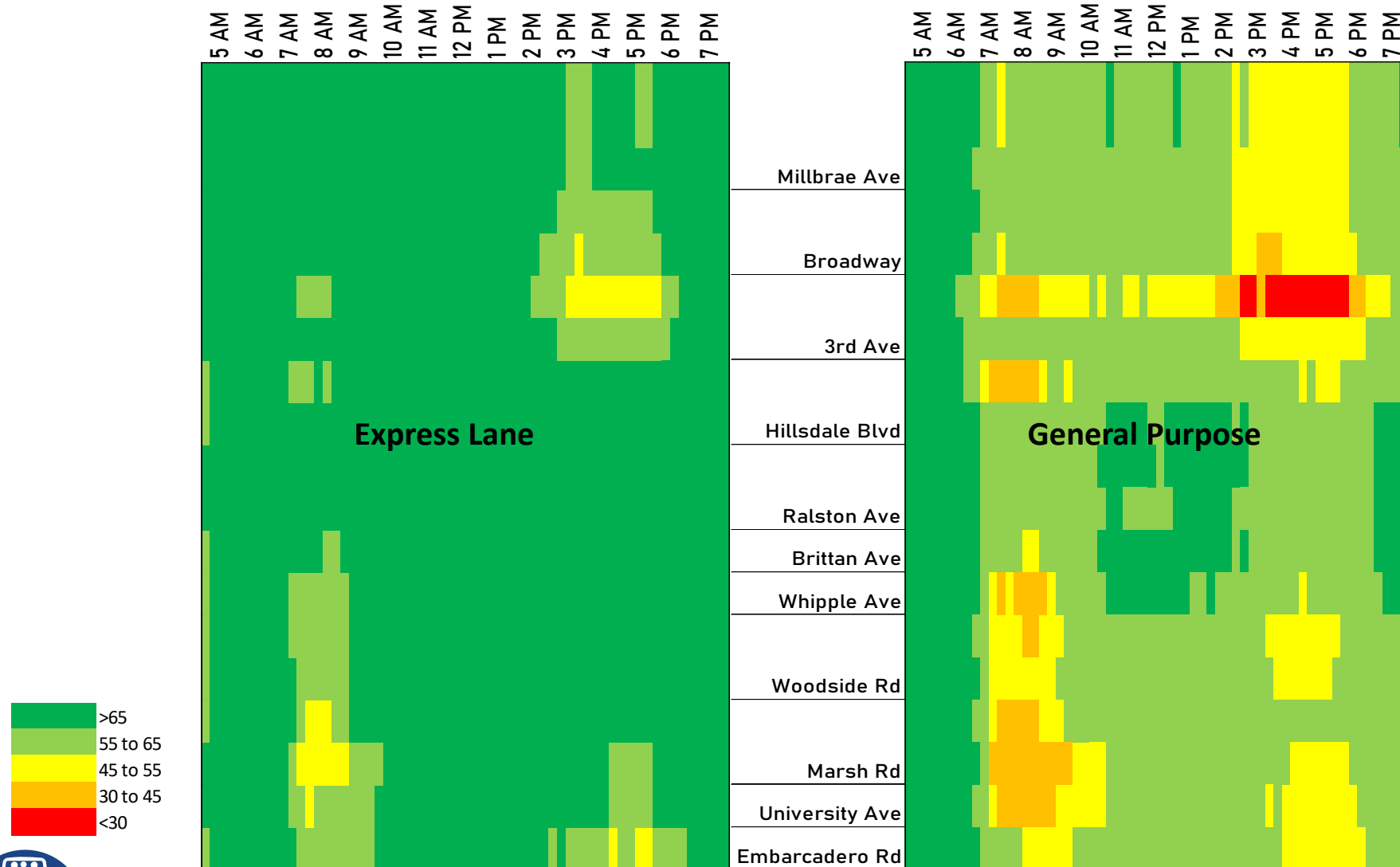
- Cumulatively in FY24, SMCEL-JPA has received \$22.1 million in toll revenue.
- To date in FY24, SMCEL-JPA has expended \$5.5 million in toll operations and maintenance (O&M) costs.
- SMCEL-JPA has disbursed approximately \$750k in debt related payments during this fiscal year.

Northbound Speeds by Location & Time - FY24 Q3



- Average northbound Express Lane speeds were 11 mph or greater during tolling hours.
- Average northbound **general purpose lane** speeds were lowest in the approach to SR 92 in the PM.
- Most congested during PM peak period (3-6pm) approaching SR-92.

Southbound Speeds by Location & Time – FY24 Q3



- Average southbound Express Lane speeds were 12 mph or greater during tolling hours.
- Average southbound **general purpose lane** speeds were lowest between 3rd Ave and Broadway.
- Most congested during PM peak period (3-6pm) north of SR-92.

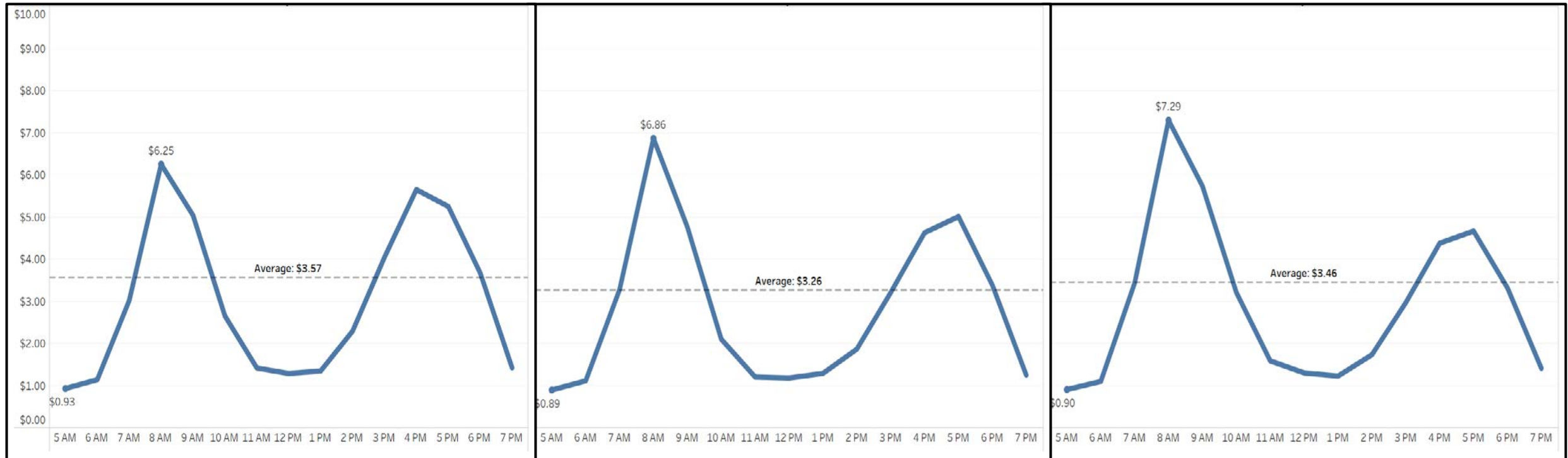
FY24 Quarterly Southbound Average Assessed Tolls Comparison

Q3's southbound average assessed toll was \$3.46.

Q1

Q2

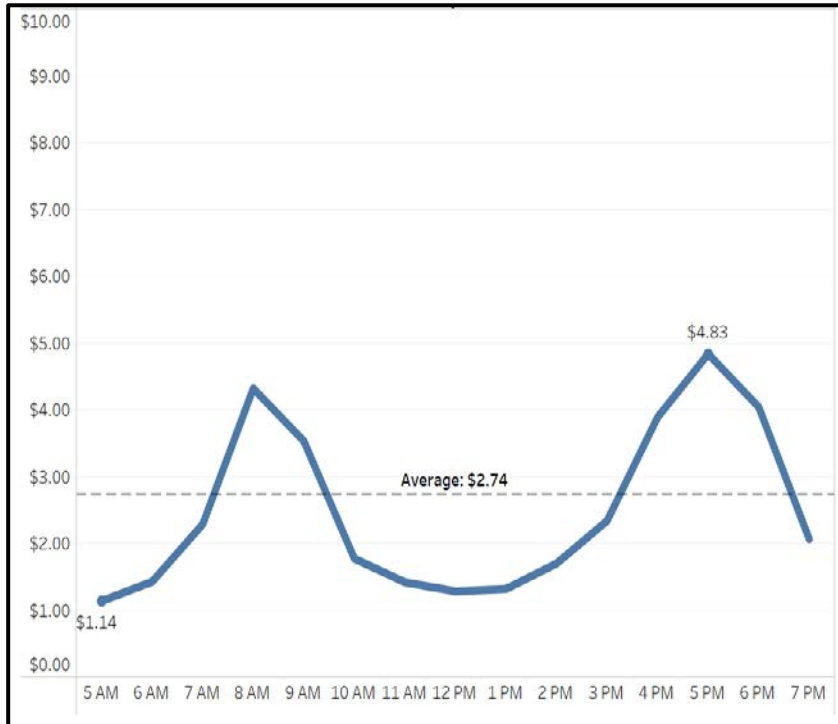
Q3



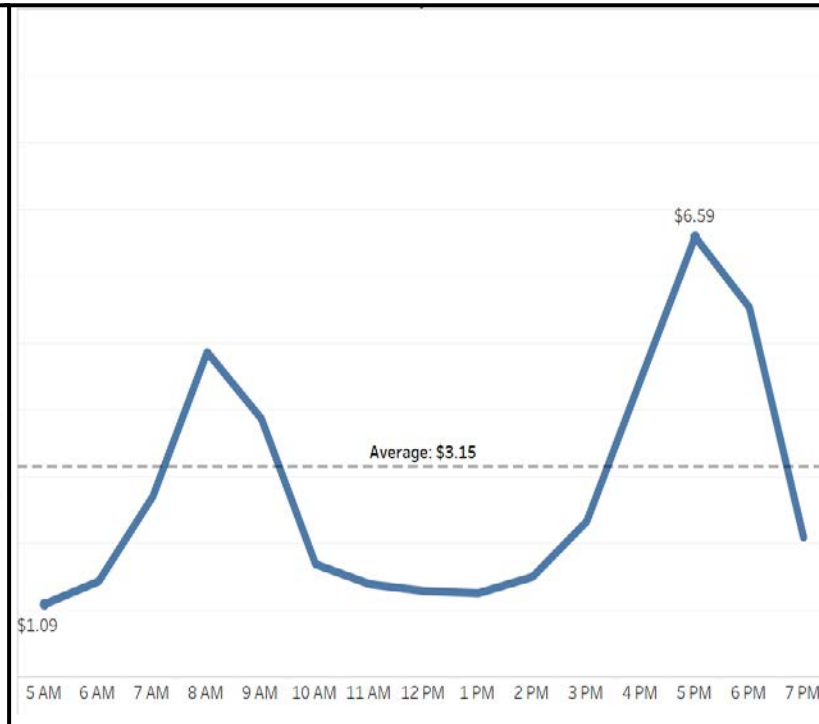
FY24 Quarterly Northbound Average Assessed Tolls Comparison

Q3's northbound average assessed toll was \$3.20.

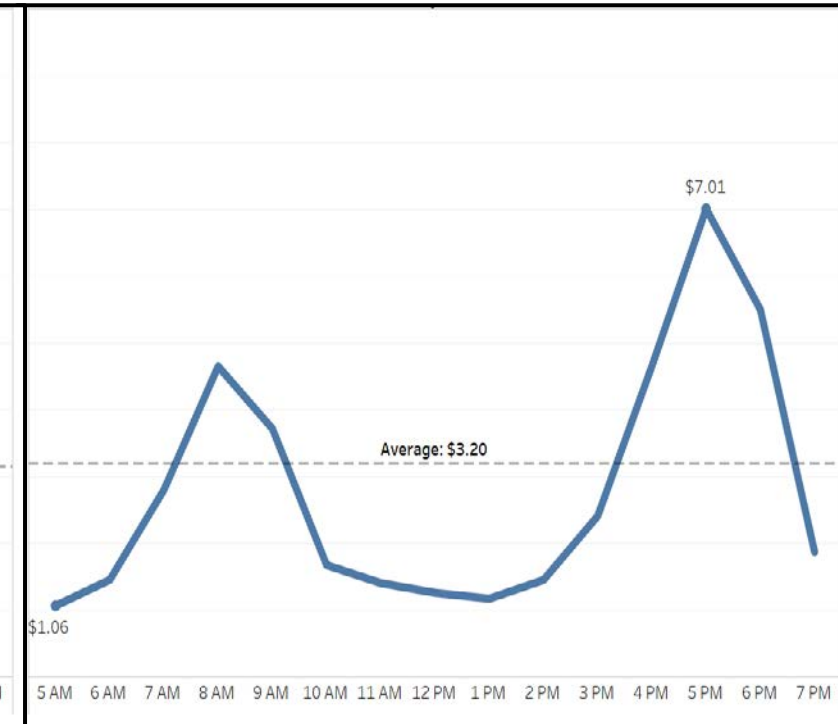
Q1



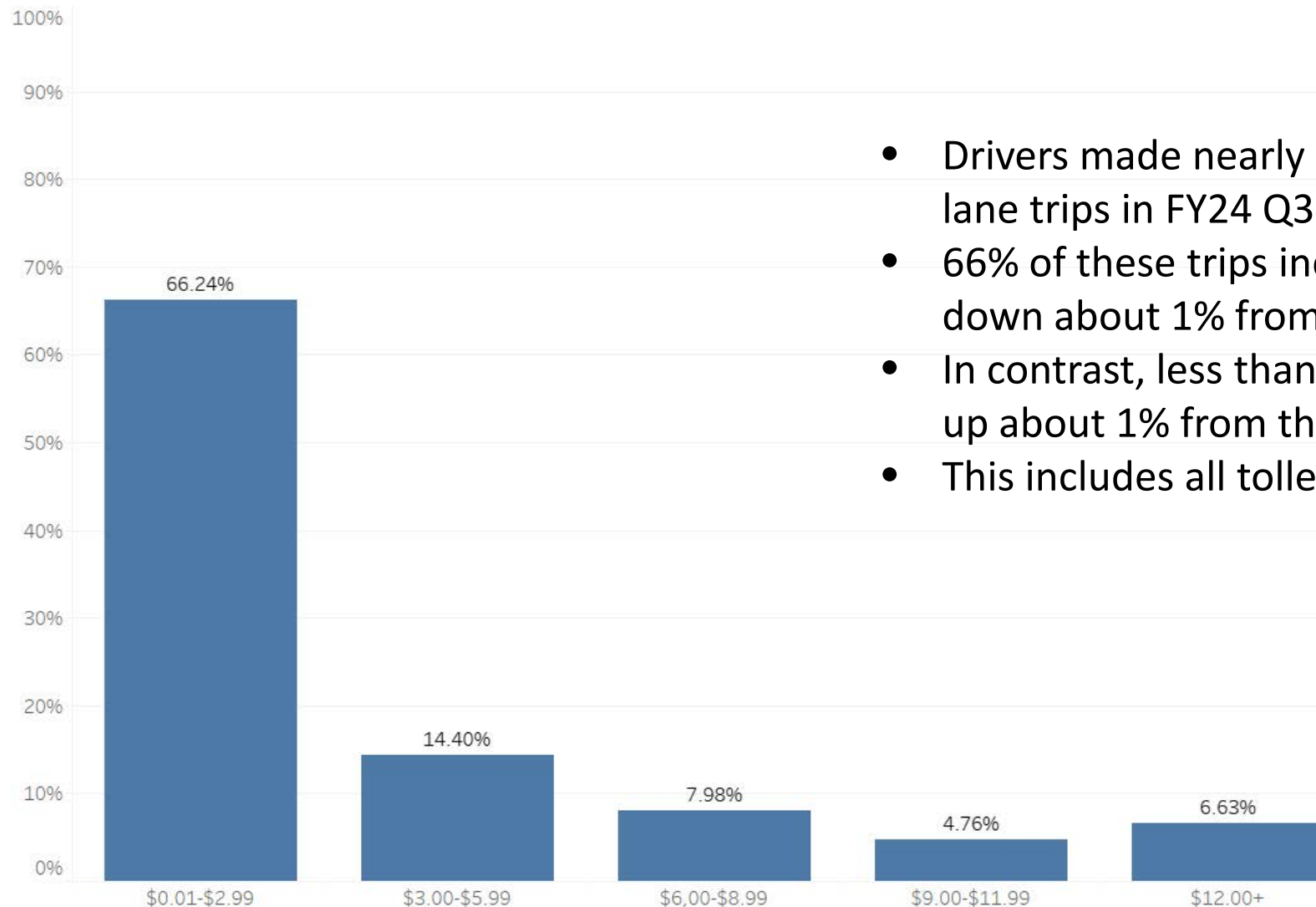
Q2



Q3

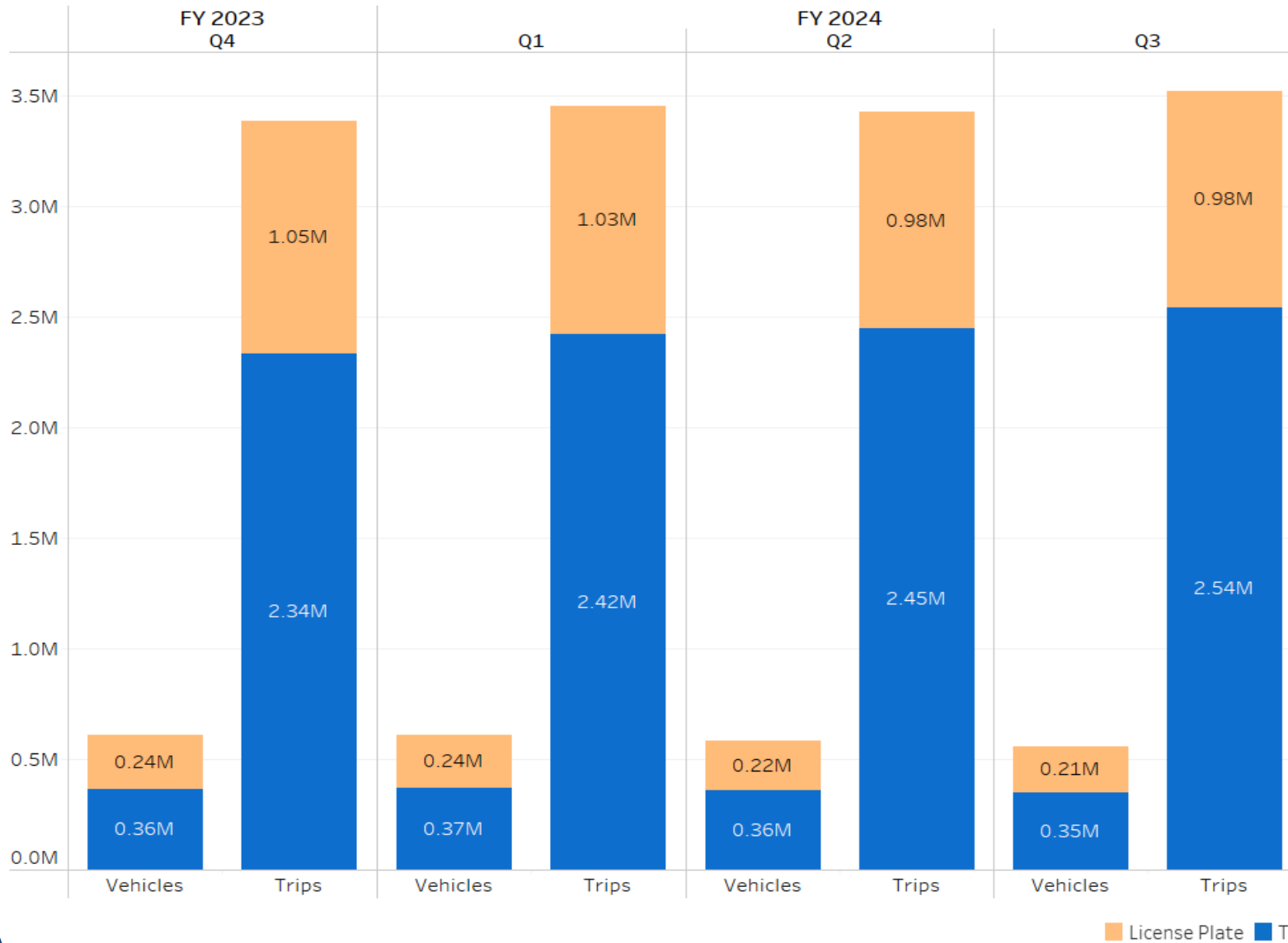


Distribution of Assessed Tolls – FY24 Q3



- Drivers made nearly 2.1 million tolled express lane trips in FY24 Q3.
- 66% of these trips incurred a toll less than \$3, down about 1% from the prior quarter.
- In contrast, less than 7% were \$12 and over, up about 1% from the prior quarter.
- This includes all tolled trip types and lengths.

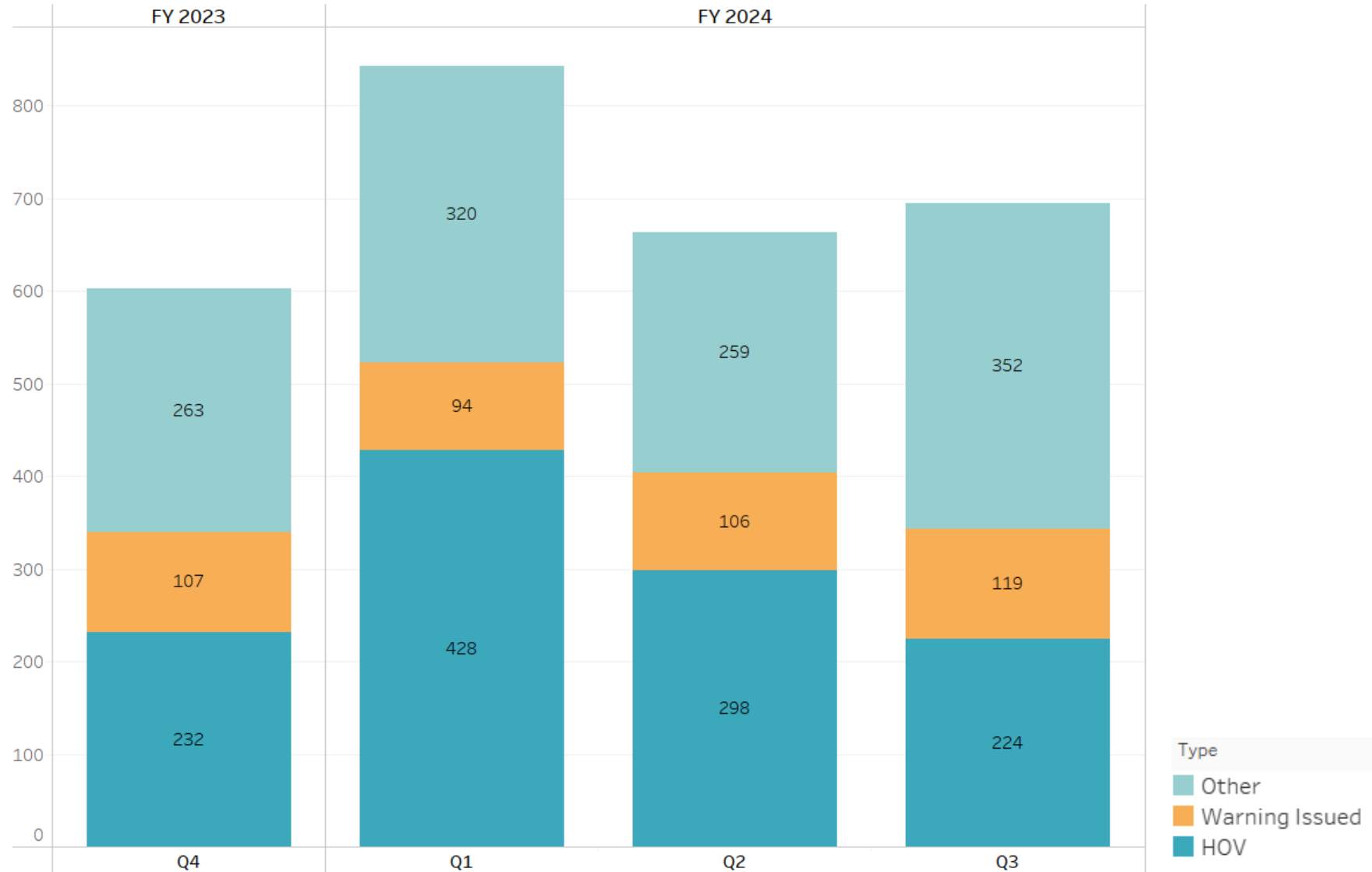
How Drivers Use the Lanes



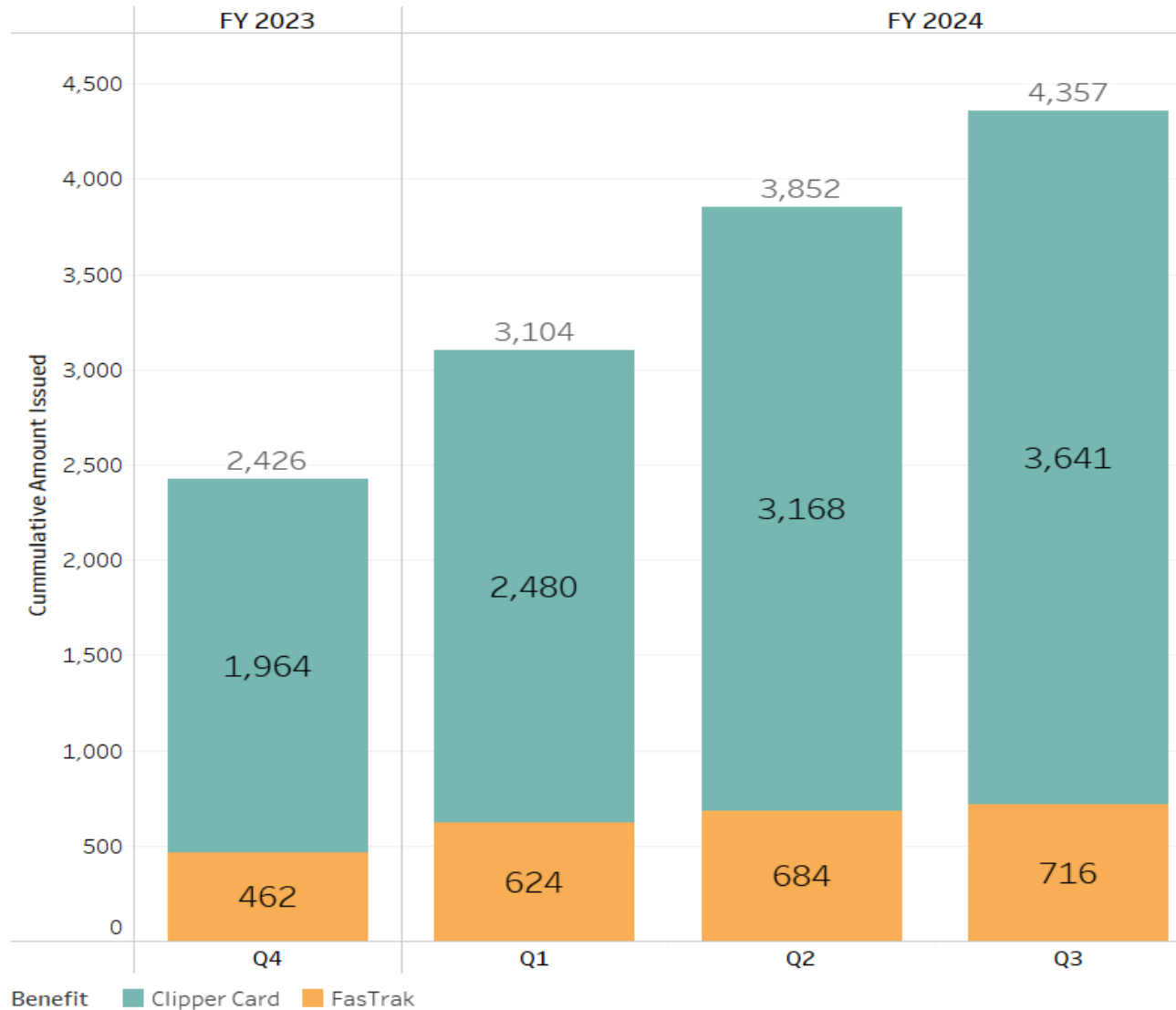
- In FY24 Q3, about 556,000 unique vehicles made about 3.52 million express lane trips.
- 63% of these vehicles utilized FasTrak® toll tags and made 72% of the total trips.
- The other 37% of these vehicles did not carry toll tags and instead were captured as image-based trips for the remaining 28% of the total trips.

CHP Enforcement

- CHP patrolled the express lanes for 633 hours in FY24 Q3.
- CHP made 695 enforcement contacts in FY24 Q3.
- 32% of the contacts resulted in HOV occupancy citations.
- FY24 Q3 enforcement costs were approximately \$86,861, resulting in an average cost per enforcement contact of approximately \$124.98.



Community Transportation Benefits Program – Cumulative Benefits Issued



For additional information, please visit: <https://101expresslanes.org>



San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: June 14, 2024

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

From: Executive Council

Subject: Election of a Chairperson and a Vice Chairperson to serve a one-year term, effective July 1, 2024

(For further information or questions, contact Sean Charpentier at scharpentier@smcgov.org or April Chan at chana@samtrans.com.)

RECOMMENDATION

That the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) Board of Directors elect a Chair and Vice-Chair to serve a one-year term, effective July 1, 2024.

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND

The Joint Exercise of Powers Agreement (JEPA) for the San Mateo County Express Lanes, Article IV, Section 4.6 states that the Board will elect a Chair and Vice-Chair from its members. See Attachment 1 for the JEPA.

Chairperson and Vice Chairperson

The Chair and Vice-Chair will each serve a one-year term. They must be appointees from different member organizations, which include the City/County Association of Governments of San Mateo County (C/CAG) and the San Mateo County Transportation Authority (SMCTA). Further, the Chair and Vice-Chair positions must be held by appointees of alternating Members in alternating years (e.g., in Year 1, one of Member A's appointees will be the Chair and one of Member B's appointees will be the Vice-Chair; the opposite will be true in Year 2). This rotation and the term of office may be altered as designated in rules or bylaws established by the Board.

On June 9, 2023, the SMCEL-JPA appointed Redwood City Councilmember Alicia Aguirre (C/CAG) as the Chair, and City of Burlingame Councilmember Emily Beach (SMCTA) as the Vice-Chair.

Staff recommends that the election of the Chairperson precedes the election of the Vice Chairperson.

The Chair will preside over all meetings of the board and will sign all contracts on behalf of the SMCEL-JPA, except contracts that the Board may authorize an officer or agent, or employee of the SMCEL-JPA to sign. The Chair will perform such other duties as may be imposed by the Board in accordance with law and the JEPAs.

The Vice-Chair will act, sign contracts, and perform all of the Chair's duties in the absence of the Chair.

Voting

In accordance with the JEPAs, voting on the Chair and Vice-Chair will require five (5) Board members to be present, and requires the affirmative vote of at least four (4) Board members.

ATTACHMENT

1. The JEPAs are available online at: <https://ccag.ca.gov/wp-content/uploads/2018/07/First-Amended-and-Restated-JEPA-executed-agreement-CCAG.pdf>.