

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

Meeting No. 57
July 19, 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: Rico E. Medina (Chair), Michael Salazar (Vice Chair), Alicia Aguirre, Carlos Romero, Julia Mates and Rich Hedges

1.0 CALL TO ORDER/ ROLL CALL

Chair Rico E. Medina 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	Julia Mates			
SMCTA	Rico E. Medina			

Staff Present (In-Person):	Members of the Public (In-Person):
Sean Charpentier, Executive Council – C/CAG	Lacy Vong
April Chan, Executive Council – TA	Jessica Manzi
Peter Skinner – TA	
Mima Crume – Clerk of the Board	
Kaki Cheung – C/CAG	
Emily Beach – San Mateo County Transit District	Members of the Public (Remote):
	Valentina d’Empaire, WSP
Staff Present (Remote):	Eryca Dinsdale, WSP
Van Ocampo	

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 there were no public comments.

3.0 PRESENTATIONS

- 3.1 Certificate of Appreciation to Emily Beach for her years of dedicated service to the San Mateo County Express Lanes Joint Powers Authority.

Chair Medina presented a certificate of appreciation to Emily Beach for her dedicated service to the San Mateo County Express Lanes Joint Powers Authority. Emily's involvement in the program including providing key input in the express lanes equity program, securing a \$100 million construction loan, and developing a branding campaign. She also served on the Burlingame City Council and other regional committees. The Board appreciated her leadership.

4.0 **APPROVAL OF CONSENT AGENDA**

This item is to set the final consent and regular agenda, and to approve the items listed on the consent agenda. All items on the consent agenda are approved by one action. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

- 4.1 Approval of the minutes of Board of Directors regular business meeting No. 56 dated June 14, 2024. **APPROVED**
- 4.2 Accept the Sources and Uses of Funds for the FY2024 Period Ending May 31, 2024. **APPROVED**
- 4.3 Review and approve Resolution SMCEL 24-05, ratifying the purchase of General Liability Insurance, Public Officials Liability, and Property Insurance policies for a 12-month period, beginning July 1, 2024, for a not-to-exceed amount of \$597,492. **APPROVED**

Director Hedges **MOVED** to approve the consent agenda items 4.1 to 4.3.
Director Romero **SECONDED**. **MOTION CARRIED 6-0-0**

5.0 **REGULAR AGENDA**

- 5.1 Receive presentation and provide feedback on the various organizational model options as part of the JPA organizational assessment project. **INFORMATION**

The Board received a presentation and feedback on various organizational model options as part of the JPA organizational assessment project.

The express lanes authority initiated this project to optimize organizational structure and staffing for 101 express lane operations, aiming to ensure efficient execution of the program's vision. Preliminary goals and selection criteria were presented at the April meeting.

At the July meeting, Deputy Director Kaki Cheung introduced Eryca Dinsdale from WSP, who shared different organizational models and their associated

opportunities and challenges for board input. Organizational models presented ranged from the current shared services to a dedicated express lanes organization.

The board deliberated on the need for changes, considering the benefits of current versus new models, and the possibility of quarterly meetings to improve efficiency.

Next steps include assessing the models against selection criteria and conducting a cost analysis over the summer, with findings to be presented in the fall. The board appreciated the thorough discussion and will continue to evaluate the best path forward.

6.0 REPORTS

a) Chairperson Report.

None.

b) Member Communication.

Director Romero highlighted a scheduling conflict with board meetings on the second Friday, which overlap with his ABAG and MTC meetings, and requested consideration to move the meeting to the third Friday.

Chair Medina explained that the current schedule was based on previous board members' availability and could be reassessed with the addition of two new members later in the year. The Chair and Executive Council Sean have discussed this issue, taking into account the timing for new member appointments at C/CAG.

Another board member emphasized that meeting times are known when members choose to serve, and frequent changes can be disruptive. However, the schedule could be reconsidered with the new board composition.

c) Executive Council Report - Executive Council Verbal Report.

Ms. Chan reported two updates. She thanked Director Romero and former Director Emily Beach for receiving the Innovative Transportation Solutions award for the Community Benefits Program at the WTS San Francisco Chapter banquet on June 20th.

Mr. Skinner attended the TRB Conference on Advancing Transportation Equity on July 17th, where he presented on the Community Transportation Benefits Program. He thanked Christa Cassidy with the Policy/Program Manager consultant team for her assistance in preparing the presentation.

d) Policy/Program Manager Report.

Ms. Vong reported three items:

- CHP Refresher Training: Four training sessions will be held next month to update CHP officers, share data, and address congestion spots.
- Community Transportation Benefits RFP: The next-gen RFP is expected to be released in August, with results and selection presented in the fall and implementation in spring 2025.
- Privacy Policy Report: A new privacy policy has been developed to align with regional standards, detailing management of private information. JPA staff do not have direct access to PII, as that is handled through a secure portal following BATA and BAIFA policies.

7.0 WRITTEN COMMUNICATIONS

None.

8.0 NEXT REGULAR MEETING

September 13, 2024

9.0 ADJOURNMENT – 10:04 am