

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

Meeting No. 22

**DATE:** Friday, April 9, 2021

**TIME:** 9:00 A.M.

Join by Zoom:

<https://us02web.zoom.us/j/86747674694?pwd=Und6YXkyQ0ZlQk5mSXVyRXhsZWFrQT09>

Meeting ID: 867 4767 4694

Password: 4321234

Join by Phone:

(669) 900-6833

Meeting ID: 867 4767 4694

**Board of Directors:** Don Horsley (Chair), Diane Papan (Vice Chair), Alicia Aguirre, Emily Beach, Maryann Moise Derwin, and Rico Medina

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On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Thus, pursuant to Executive Order N-29-20, local and statewide health orders, and the CDC's social distancing guidelines, which discourage large public gatherings, SMCEL-JPA meetings will be conducted via remote conferencing only (no physical location). Members of the public may observe or participate in the meeting remotely via one of the options above.

Persons who wish to address the SMCEL-JPA Board on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to [mguilles@smcgov.org](mailto:mguilles@smcgov.org). Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES
- 3.0 PUBLIC COMMENT

Note: Public comment is limited to two minutes per speaker. Public comment permitted on both items on the agenda and items not on the agenda.

#### 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. 21 dated March 12, 2021. ACTION p. 1
- 4.2 Accept the Sources and Uses of Funds for the FY21 Period Ending February 28, 2021. ACTION p. 6
- 4.3 Review and approval of Resolution SMCEL 21-03 approving TA Vendor Contract Supplement with FivePaths, LLC not to exceed \$56,000 to conduct a brand environment analysis and create logos for the SMCEL JPA. ACTION p. 8

#### 5.0 REGULAR AGENDA

- 5.1 Review, accept, and enter into the record the presentation providing an update on the Use of Proceeds Related 2020 Subordinate Sales Tax Revenue Variable Rate Demand Bonds for San Mateo County Transportation Authority. ACTION p. 13
- 5.2 Discuss and provide direction on the option of requesting that the SMCTA apply the US-101 Express Lanes Project Loan Enhancement Rate of 0.4% towards the SMCEL-JPA Equity Program. ACTION p. 21
- 5.3 Review and approval of Resolution SMCEL 21-04 approving Master Agreement with the City/County Association of Governments of San Mateo County (C/CAG) for vendor services in support of the San Mateo County Express Lanes Joint Powers Authority. ACTION p. 23
- 5.4 Review and approval of Resolution SMCEL 21-05 deferring the review of staffing structure as required by Joint Exercise of Powers Agreement. ACTION p. 34
- 5.5 Receive presentation and provide direction, by motion, on the Clean Air Vehicle Toll Discount to be included in the Public Draft Toll Ordinance. ACTION p. 41
- 5.6 Receive a presentation on the draft SMCEL-JPA Website Design. INFORMATION p. 48

#### 6.0 REPORTS

- a) Chairperson Report.

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

## 7.0 WRITTEN COMMUNICATIONS

None.

## 8.0 NEXT REGULAR MEETING

May 14, 2021

## 9.0 ADJOURNMENT

**PUBLIC NOTICING:** All notices of San Mateo County Express Lanes Joint Powers Authority Regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

**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 location of 555 County Center, 5<sup>th</sup> Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Please note this location is temporarily closed to the public; please contact Mima Guilles at [mguilles@smcgov.org](mailto:mguilles@smcgov.org) to arrange for inspection of public records.

**PUBLIC PARTICIPATION:** Please refer to the first page of this agenda for instructions on how to participate in the meeting. Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

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

1. Your written comment should be emailed to [mguilles@smcgov.org](mailto:mguilles@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. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the SMCEL-JPA Board members and read aloud by SMCEL-JPA staff during the meeting. We cannot guarantee that emails received less than 2 hours before the meeting will be read during the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

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” and if you joined the meeting by phone, dial \*9 to raise your hand. The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
  5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact:

Mima Guilles, Secretary - (650) 599-1406

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

Meeting No. 21  
March 12, 2021

In compliance with Governor’s Executive Order N-29-20, and pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer, this meeting was conducted via remote conferencing.

**Board of Directors:** Don Horsley (Chair), Diane Papan (Vice Chair), Alicia Aguirre, Emily Beach, Maryann Moise Derwin, and Rico Medina

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## 1.0 CALL TO ORDER/ ROLL CALL

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

**Members Present:**

C/CAG Members:

Diane Papan, Maryann Moise Derwin, Alicia Aguirre

SMCTA Members:

Rico Medina, Emily Beach

**Members Absent:**

Chair Don Horsley

**Staff Present:**

Sandy Wong – Executive Council

Jim Hartnett – Executive Council

Mima Guilles – Secretary

Tim Fox – Legal Counsel

Matthew Click – Program/Policy Manager (PPM) for SMCEL-JPA, HNTB

Sean Charpentier, Van Ocampo – C/CAG staff supporting SMCEL JPA

April Chan, Derek Hansel, Joe Hurley, Jessica Epstein – SMCTA staff supporting SMCEL JPA

Samantha Soules, HNTB

Other members of staff and the public were in attendance.

## 2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES

Mima Guilles, Clerk of the Board, provided an overview of the teleconference meeting procedures.

### 3.0 PUBLIC COMMENT

*Note: Public comment is limited to two minutes per speaker. Public comment permitted on both items on the agenda and items not on the agenda.*

Mima Guilles reported there was no public comment submitted before the meeting. There was no public comment.

### 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. 20 dated February 12, 2021. APPROVED

4.2 Accept the Sources and Uses of Funds for the FY21 Period Ending January 31, 2021 APPROVED

4.3 Review and approval of Resolution SMCEL 21-01 ratifying the Chief Financial Officer's binding of the SMCEL-JPA's Fiscal Year 2021/2022 Property and Liability Insurance Program and approving a cost of not to exceed \$186,648 for a term not more than 12 months. APPROVED

Director Aguirre MOVED approval of the consent agenda. Director Derwin SECONDED. Roll call was taken. **MOTION CARRIED 5-0-0**

### 4.0 REGULAR AGENDA

5.1 Review and approval of Resolution SMCEL 21-02 approving Master Agreement and Supplements for Vendor Contracting by the San Mateo County Transportation Authority in Support of the San Mateo County Express Lanes Joint Powers Authority. APPROVED

April Chan presented the Master Agreement and Supplements for Vendor Contracting by the San Mateo County Transportation Authority in Support of the San Mateo County Express Lanes Joint Powers Authority.

Director Papan commented that there was \$75,000 for branding this year and another \$150,000 for the following year.

April noted that the contract limit is \$150,000 and that the logo and branding services should not exceed \$70,000.

Director Beach asked about the competitive bid process and how this company was selected.

April said it was done by the San Mateo County Transit District.

Director Beach expressed concern that the \$70K scope for the logo, brand environmental analysis, draft logo creation, final delivery believes seems to be very high.

April responds that the way the consultants is based some of the work they have done around the bay area.

Director Beach says we should consider a cap for the logo and creation and delivery.

Director Aguirre asked if C/CAG has tried another vendor.

Sandy Wong noted that C/CAG does not currently have an applicable vendor.

Director Derwin shares concerns about cost and asked Vice Chair Papan who did we hire for the Flood and Sea Level Rise?

Vice Chair Papan doesn't recall anyone was hired and that it was done in-house.

April mentioned that the website for the JPA, logo, branding is being done by in house staff.

Jim Harnett suggests that we bring this back with greater clarity.

Director Medina also mentions that the cap could be clarified.

Public member Drew mentioned that Bypass works on websites as well.

Vice Chair Papan asked if there were a motion to approve the Master Agreement with the San Mateo County Transportation Authority and Vendor Supplement with Grey Bowen Scott.

Director Medina MOVED approval of the motion as stated by Vice Chair Papan. Director Beach SECONDED. Roll call was taken. **MOTION CARRIED 5-0-0**

5.2 Receive a presentation on the Proposed Toll Ordinance. INFORMATION

The Board received a presentation from Matt Click and Samantha Soules on the proposed toll ordinance.

Vice Chair Papan noted a concern about disparate enforcement.

Director Beach asked about technology for enforcement.

Samantha Soules noted that there are new technologies being piloted.

Vice Chair Papan asked if privately operated buses are considered public transit and what if a specific company (Google) owned the bus?

Tim Fox, noted that the benefits extended to public transit must also be extended to over the road buses that serve the public, and the federal statute did not make a distinction based on which entity owned the bus.

Director Beach noted the opportunity to be “thought leaders” and consider zero discount for CAVs to because the discount accrues to higher income drivers and does not necessarily contribute to more utilization of electric vehicles.

Director Derwin noted the link between income and Tesla ownership and the work with PCE, and agrees with Director Beach’s request to explore zero discount.

Director Aguirre acknowledged the regional aspect and expressed interest in for exploring a phased approach.

Vice Chair Papan asked about the rate of growth of zero admission vehicles.

Staff said that we would research this question.

Director Medina agreed with Director Beach’s comments and did not favor the 50% discount.

Vice Chair Papan asked the mechanism for phasing out a CAV discount.

Samantha Soules noted that it would be through the Toll Ordinance.

Vice Chair Papan noted that there were three discount options, 50%, 25% or 0% and that staff will return to the Board to select an option.

Director Aguirre noted that the right choice was between 25% or 0% discount.

Drew, member of the public, spoke of the use of toll tags.

Don Cecil noted that the conversation was exciting, and that private shuttles remove vehicles from the highway and there will be opportunities for Samtrans express bus service.

Director Beach noted it would be great if Clipper Start could be assigned to low income people and then be linked to their transponders to facilitate future discount on tolls.

Director Beach asked about the nature of the regional MOU to encourage regional consistency.

April Chan noted that the MOU would establish a process for discussing regional consistency.



Sandy Wong noted that there is a staff group that works on regional consistency, and BAIFA, as a regional operator is looking to a formal process to facilitate consensus. The MOU would not remove the policy making authority of this Board.

Drew, member of the public, expressed support for methods to communicate with the drivers.

## 6.0 REPORTS

### a) Chairperson Report.

Vice Chair would like to add to the next meeting agenda the discussion of if the JPA Board would like to request that the SMCTA use the credit enhancement fee for the equity program.

### b) Member Communication.

None.

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

Sandy Wong reported out that we have not set up a JPA website yet. It is being designed by TA staff. Recordings can be uploaded one month at a time on the C/CAG website, it is brown act compliant but inconvenient for to the public. JPA secretary is in communication with the TA secretary as far as uploading recordings on the TA website.

### d) Policy/Program Manager Report.

Matt Click would like to recommend and to bring back the clean air vehicle follow-up conversation on the next board meeting. March 18, 2021 at 5:30 pm is the public equity study meeting to be held via zoom.

## 7.0 WRITTEN COMMUNICATIONS

None.

## 8.0 NEXT REGULAR MEETING

April 9, 2021

ADJOURNMENT – 10:55 a.m.

## San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: April 9, 2021

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

From: Executive Council

Subject: Accept the Sources and Uses of Funds for the FY21 Period Ending February 28, 2021  
(For further information, contact Derek Hansel, CFO, at 650-508-6466)

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### RECOMMENDATION

That the SMCEL-JPA Board accept and enter into the record the Sources and Uses of Funds for the FY21 Period Ending February 28, 2021.

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

### BACKGROUND

Year to Date Sources of Funds: As of February year-to-date, the Total Sources of Funds are \$1,660,483, which represent the loan advances for FY21 under the two operating loan agreements between the SMCEL-JPA, the San Mateo County Transportation Authority, and the City/County Association of Governments.

Year to Date Uses of Funds: As of February year-to-date, the Total Uses of Funds are \$839,015. Major expenses are in Staff Support \$353,098 and Consultant \$406,943.

Budget Amendment:

There are no budget amendments for the month of February 2021.

Other Information:

Loan payables represent loan advance payments received since the formation of the SMCEL-JPA from the San Mateo County Transportation Authority and the City/County Association of Governments. 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 2021 (February 2021)

**SAN MATEO COUNTY EXPRESS LANE JPA**  
**SOURCES AND USES OF FUNDS**  
**Fiscal Year 2021**  
**February 2021**

	ACTUAL		BUDGET	
	As of 2/28/2021		Annual	
<b>SOURCES OF FUNDS:</b>				
1	Advance from the City/County Association of Governments of San Mateo County	\$ 720,276	\$	917,244
2	Advance from the San Mateo County Transportation Authority	940,207		1,270,463
3	<b>TOTAL SOURCES OF FUNDS</b>	<b>1,660,483</b>		<b>2,187,707</b>
<b>USES OF FUNDS:</b>				
4	Staff Support	353,098		814,700
5	Administrative Overhead	35,610		53,415
6	Business Travel	-		3,000
7	Office Supplies	-		3,000
8	Printing and Information Svcs	-		5,000
9	Legal Services	18,707		60,000
10	Consultant	406,943		1,171,432
11	Insurance	10,767		-
12	Miscellaneous	13,890		77,160
13	<b>TOTAL USES OF FUNDS</b>	<b>839,015</b>		<b>2,187,707</b>
14	<b>EXCESS (DEFICIT)</b>	<b>\$ 821,468</b>	<b>\$</b>	<b>-</b>
<b>Additional Information:</b>				
	Loan payables to the City/County Association of Governments of San Mateo County	\$ 1,218,973		
	Loan payables to the San Mateo County Transportation Authority	\$ 1,437,652		

## San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: April 9, 2021

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

From: Executive Council

Subject: Review and approval of Resolution SMCEL 21-03 approving TA Vendor Contract Supplement with FivePaths, LLC not to exceed \$56,000 to conduct a brand environment analysis and create logos for the SMCEL JPA

(For further information please contact April Chan, Chief Officer, Planning, Grants & TA, San Mateo County Transportation Authority Program at [chana@samtrans.com](mailto:chana@samtrans.com))

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### RECOMMENDATION

That the SMCEL-JPA Board review and approve Resolution SMCEL 21-03 approving TA Vendor Contract Supplement with FivePaths, LLC not to exceed \$56,000 to conduct a brand environment analysis and create logos for the SMCEL JPA.

### FISCAL IMPACT

At the March 12, 2021 meeting, the SMCEL JPA Board approved Resolution 21-02 to establish a Master Agreement for vendor contracting with the San Mateo County Transportation Authority (TA) in support of work for the San Mateo County Express Lanes Joint Powers Authority (SMCEL JPA).

While the SMCEL JPA recognize branding and logo design work are needed to help distinguish itself from other express lanes operators in the San Francisco Bay Area express lanes landscape, the SMCEL JPA Board deferred action on the vendor contract supplement with FivePaths, LLC and requested staff for further scope refinement. Since the March 12, 2021 meeting, staff worked with the vendor and updated the scope of work and cost estimate to not exceed \$56,000, which includes the following two phases:

Phase 1 – “Human Centered Design” Assess the landscape to better understand how to trigger the public’s awareness of SMCEL JPA, through research and stakeholder interviews. This phase will not exceed 40% of allotted budget.

- Determine how SMCEL JPA fit in with related/surrounding logos/brands
- Assess public’s perception of SMCEL JPA and the express lanes
- Assess internal and external stakeholder perception of the SMCEL JPA, and their expectation & desires
- Determine stakeholders’ reactions to draft designs – consultant will analyze reactions and improve in refinement rounds.

Phase 2 - Design, Refinement, Rules and Recommendations. This phase will not exceed 60% of allotted budget.

- Complete multiple design rounds and refinements

- Finalize the logo digital assets
- Create a styleguide for how to use the logo
- Recommend actions for logo implementation to achieve the behavior change JPA seeks, including integration of such details into website designs.

#### **SOURCE OF FUNDS**

The SMCEL-JPA's approved FY2021 Budget provides sufficient budget authority in the consultant line item to fund the work not to exceed of \$56,000.

#### **BACKGROUND**

As part of the Joint Exercise of Powers Agreement between the TA and the City/County Association of Governments of San Mateo County, the TA is to provide fiscal-agent, finance, marketing, and communication staffing services to the SMCEL JPA. And occasionally, these services to be provided by the TA would be more efficiently provided by a vendor contracted by the TA than a separate vendor selected by the SMCEL JPA under a procurement process.

Staff has determined it would be beneficial and efficient for the SMCEL JPA to utilize the existing TA contracts to complete the branding and logo work described above, the approval of the SMCEL JPA at this meeting of the vendor contract supplement will obligate the SMCEL JPA to fund and pay what the TA is undertaking on behalf of the SMCEL JPA.

#### **ATTACHMENTS**

1. Resolution SMCEL-21-03
2. TA Vendor Contract Supplement with FivePaths, LLC

## **RESOLUTION SMCEL 21-03**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY AUTHORIZING VENDOR SUPPLEMENT WITH THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR WORK TO BE PERFORMED BY FIVEPATHS, LLC**

**RESOLVED**, by the Board of Directors of the San Mateo County Express Lanes Joint Powers Authority (SMCEL JPA) that,

**WHEREAS**, as part of the Joint Exercise of Powers Agreement between the San Mateo County Transportation Authority (TA) and the City/County Association of Governments of San Mateo County, the TA is to provide fiscal-agent, finance, marketing, and communication staffing services to the SMCEL JPA; and

**WHEREAS**, these services to be provided by the TA occasionally would be more efficiently provided by a vendor contracted by the TA than a separate vendor selected by the SMCEL JPA under a procurement process; and

**WHEREAS**, in consideration of the above, staff recommends the SMCEL JPA Board approve TA Vendor Contract Supplement with FivePaths, LLC not to exceed \$56,000 to conduct a brand environment analysis and create logos for the SMCEL JPA.

**NOW THEREFORE BE IT RESOLVED**, that the SMCEL JPA Board of Directors approves TA Vendor Contract Supplement with FivePaths, LLC not to exceed \$56,000 to conduct a brand environment analysis and create logos for the SMCEL JPA.

**PASSED, APPROVED, AND ADOPTED, THIS 9TH DAY APRIL 2021.**

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*Don Horsley, Chair*

## TA VENDOR CONTRACT SUPPLEMENT #2

**Vendor Name:** *FivePaths, LLC*

**TA Contract Number:** *21-T-P-048*

**TA Work Directive/  
Purchase Order Number :** *N/A*

**TA Project Manager:** *Robert Casumbal  
Director, Marketing and Market Research  
650.508.6280  
casumbalr@samtrans.com*

**Notice to Proceed Date:** *March 15, 2021*

**Payments to be made by JPA to:** *San Mateo County Transportation Authority (TA)*

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### **Description and Scope of Work:**

The purpose of this contract is for FivePaths to conduct a brand environment analysis and create logos based on findings and stakeholder feedback. The work will be completed in two phases and would encompass:

- Analyze brand environment and make related recommendations
- Create and present draft logos based on above recommendations
- Deliver finalized digital logo file(s) based on stakeholder feedback

Phase 1 – “Human Centered Design” Assess the landscape to better understand how to trigger the public’s awareness of SMCEL JPA, through research and stakeholder interviews. This phase will not exceed 40% of allotted budget.

- Determine how SMCEL JPA fit in with related/surrounding logos/brands
- Assess public’s perception of SMCEL JPA and the express lanes
- Assess internal and external stakeholder perception of the SMCEL JPA, and their expectation & desires
- Determine stakeholders’ reactions to draft designs – consultant will analyze reactions and improve in refinement rounds.

Phase 2 - Design, Refinement, Rules and Recommendations. This phase will not exceed 60% of allotted budget.

- Complete multiple design rounds and refinements

- Finalize the logo digital assets
- Create a styleguide for how to use the logo
- Recommend actions for logo implementation to achieve the behavior change JPA seeks, including integration of such details into website designs.

**Scope of Work Schedule:**

	<u>Begin</u>	<u>End</u>
Brand Environment Analysis	03/21	05/21
Draft Logo Creation	05/21	06/21
Final Logo Delivery	07/21	08/21

**Scope of Work Budget:**

All services will be invoiced on an hourly basis with a flat rate of \$130 per hour regardless of task or FivePaths staff member performing the services. The total cost for the San Mateo County Express Lane Joint Powers Authority's (JPA) brand environment analysis and logo work scope would not exceed \$56,000.

**Payment Terms:**

Compensation for Consultant's time shall be according to the agreed upon hourly labor rates. The TA will pay the Consultant in accordance with terms and condition set forth in TA contract 21-T-P-048.

**Transmittal of Payments:**

The TA will seek reimbursement from JPA in accordance with existing processes.

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**JPA Approval:**      **Resolution 2021-xx**

**SAN MATEO COUNTY  
TRANSPORTATION AUTHORITY**

**SAN MATEO COUNTY EXPRESS LANES  
JOINT POWERS AUTHORITY**

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **San Mateo County Express Lanes Joint Powers Authority Agenda Report**

Date: April 9, 2021

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

From: Executive Council

Subject: Review, accept, and enter into the record the presentation providing an update on the Use of Proceeds Related 2020 Subordinate Sales Tax Revenue Variable Rate Demand Bonds for San Mateo County Transportation Authority.

(For further information, contact Derek Hansel, CFO, at 650-508-6466)

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### **RECOMMENDATION**

Staff proposes the SMCEL-JPA Board to review, accept, and enter into the record the presentation providing an update on the Use of Proceeds Related 2020 Subordinate Sales Tax Revenue Variable Rate Demand Bonds for San Mateo County Transportation Authority.

### **BACKGROUND**

On September 1, 2020, the San Mateo County Transportation Authority (TA) authorized the issuance of 2020 Subordinate Sales Tax Revenue Variable Rate Demand Bonds in the aggregate principal amount of \$100 million; this issuance was split into two series of bonds, 2020 Series A bonds and 2020 Series B bonds, both in the aggregate principal amount of \$50 million. This issuance is secured by and payable from a lien on revenues of (i) the Measure A Sales Tax revenues pursuant to the Bay Area County Traffic and Transportation Funding Act, and (ii) the Measure W Sales Tax Revenues pursuant to the San Mateo County Transit District Act.

Per the financing plan for the 2020 Subordinate Sales Tax Revenue Variable Rate Demand Bonds, the San Mateo County Transportation Authority is obligated to use the proceeds of this debt in the following manner:

- (i) Fund costs of the project, as defined below
- (ii) Fund certain estimated interest and fees with respect to the 2020 Bonds
- (iii) Pay the costs of issuing the 2020 bonds, as defined below

The deposit of the proceeds of the 2020 Bonds constitute a loan to the San Mateo County Express Lanes Joint Powers Authority (SMCELJPA) to fund a portion of the cost of equipping and installing approximately 22 miles of managed lanes in both directions on US 101 between the San

Mateo County/Santa Clara County line (to the south) and interstate 380 (to the north) and a contribution to SMCELJPA’s equity programs, such as means-based toll rate discounts. At the time of the issuance of this debt, the overall cost of this project was estimate at approximately \$580 million and other funding sources include: Regional Measure 3 bridge tolls, a variety of State grants, local funds and Federal and private sector funds.

At the August 14th SMCEL JPA Board meeting the SMCEL-JPA approved Resolution SMCEL 20-11 101 Express Lanes Project Loan Agreement between the San Mateo County Express Lane Joint Powers Authority (SMCEL-JPA) and the San Mateo County Transportation Authority (SMCTA) for up to \$100 million.

**ATTACHMENT**

For San Mateo County Transportation Authority, the estimated sources and use of proceeds of the 2020 bonds are shown below:

<b>Estimated Use of Funds</b>	<b>2020 Series A Bonds</b>	<b>2020 Series B Bonds</b>	<b>Total</b>
Project Loan	46,170,437	46,167,633	92,338,070
Deposit to Subordinate Interest Fund	3,400,000	3,400,000	6,800,000
Cost of Issuance	429,563	432,367	861,930
<b>Total</b>	<b>50,000,000</b>	<b>50,000,000</b>	<b>100,000,000</b>

The aforementioned allocation for project loan/project fund, \$92,338,070 is to fund a portion of the cost of the project and all the funds were deposited with Bond Trustee, Bank of New York Mellon. As of March 01, 2021, the staff has submitted three drawdown requests from the project loan/project fund account to pay for the reimbursement of Department of Transportation (DOT) - Caltrans cost of construction and required deposits for this project. At issuance, \$1 million of the 2020 Bond proceeds are designated for an Equity Program Fund to fund possible SMCEL JPA’s equity programs to help underserved communities by providing access to the future lanes, such as direct financial help for FasTrak toll tags, Clipper cards or carpool payments..

Fees for the Standby Letter of Credit have been paid out of the Capitalized Interest Fund. A reconciliation of all current funds held by Bond Trustee can be found below.

Sources:	
Bond Proceeds	<u>\$ 100,000,000</u>
Uses:	
Project Fund Deposits:	\$ 92,338,070
Req 1 - COI overage - Special Counsel Services	(2,068)
Req 2 - SMCTA - Reimburse DOT cost of construction and deposits	(57,848,111)
Req 3- SMCTA - Reimburse DOT Caltrans cost of construction	<u>(6,440,348)</u>
	\$ 28,047,544
Other Fund Deposits:	
Capitalized Interest Fund	\$ 6,000,000
Standby LOC Fees (Sep 2020)	(18,029)
Standby LOC Fees (Oct-Dec 2020)	(78,984)
Standby LOC Fee (Dec 2020)	<u>(350)</u>
	\$ 5,902,637
Credit Enhancement Fee	<u>\$ 800,000</u>
	\$ 800,000
Date of Delivery Expenses:	
Cost of Issuance	\$ 735,000
Req 1 - COI Advisory Services	(696,828)
Req 2 - COI Special Counsel Services	(5,172)
Req 3 - COI Advisory Services	(30,000)
Req 4 - COI Printing Services	<u>(2,447)</u>
	\$ 553
Underwriter's Discount	\$ 126,930
Paid at close	<u>(126,930)</u>
	\$ -
<u>Total currently held by Trustee: \$ 34,750,734</u>	

The remainder of the project funds, \$28,047,544 will continue to be drawn as the project expenses are incurred and reimbursement requests will be submitted to the Bond Trustee, Bank of New York Mellon.

The San Mateo County Transportation Authority debt was issued as variable rate coupon

instruments - also known as Variable Rate Debt Obligations (VRDOs) with debt service based on the current interest rate environment. The 2020 Series A bonds', with an aggregate total of \$50 million, interest rate resets weekly and the 2020 Series B Bonds', also with an aggregate total of \$50 million, interest rate resets daily.

At the time of the issuance, the interest rate assumption of 2% was used to base the debt service for this entire debt issuance with FY21 expected interest cost to be around \$1.45 million; however, with the historically low interest rate environment, both Series A & B interest rates are currently at 1 basis point. Additionally, as of Feb 28<sup>th</sup>, 2021, the total interest cost for the entire \$100 million has been \$28,191 (\$17,410 for 2020 Series A and \$10,781 for 2020 Series B).

Prepared by: Jayden Sangha, Manager - Treasury

650-508-6405

#### **ATTACHMENT**

1. Update on the Use of Proceeds 2020 Subordinate Sales Tax Revenue Variable Rate Demand Bonds

Update on the Use of Proceeds  
2020 Subordinate Sales Tax Revenue Variable  
Rate Demand Bonds

San Mateo County Express Lanes  
Joint Powers Authority  
(SMCELJPA)

# 2020 Series A & Series B Bonds

- Sep 01, 2020, SMCTA board authorized the issuance of \$100 million Variable Rate Demand Bonds backed by Sales tax Measure A & Measure W proceeds
- Funding a portion of the cost of equipping and installing approximately 22 miles of managed lanes in both directions on US 101
- The proceeds of the 2020 Bonds constitute a loan to the San Mateo County Express Lanes Joint Powers Authority (SMCELJPA)
- Use of Proceeds:

<b>Estimated Use of Funds</b>	<b>2020 Series A Bonds</b>	<b>2020 Series B Bonds</b>	<b>Total</b>
Project Loan	46,170,437	46,167,633	92,338,070
Deposit to Subordinate Interest Fund	3,400,000	3,400,000	6,800,000
Cost of Issuance	429,563	432,367	861,930
Total	50,000,000	50,000,000	100,000,000

# Use of Project Funds

## As of March 01, 2021

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- From the debt proceeds, set aside in the project fund (\$92,338,070), the staff has submitted three drawdown requests to pay for the reimbursement of Caltrans cost of construction and required deposits for this project
- The aggregate total of these drawdowns was \$64,290,527

### Uses:

Project Fund Deposits:	\$	92,338,070
Req 1 - COI overage - Special Counsel Services		(2,068)
Req 2 - SMCTA - Reimburse DOT cost of construction and deposits		(57,848,111)
Req 3- SMCTA - Reimburse DOT Caltrans cost of construction		(6,440,348)
	\$	<u>28,047,544</u>

# Interest Cost of Capital – 2020 Series A & B

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- Variable Rate debt Obligation with the debt service based on 2% interest rate assumption
- The historical low interest rate environment has been very favorable to the debt service, currently with 2020 Series A @ .01% reset weekly, and 2020 Series B @ .01% reset daily
- As of Feb 28, 2021, our interest cost for the entire issuance has been \$28,191

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## **San Mateo County Express Lanes Joint Powers Authority Agenda Report**

Date: April 9, 2021

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

From: Executive Council

Subject: Discuss and provide direction on the option of requesting that the SMCTA apply the US-101 Express Lanes Project Loan Enhancement Rate of 0.4% towards the SMCEL-JPA Equity Program

(For further information please contact Sean Charpentier at [scharpentier@smcgov.org](mailto:scharpentier@smcgov.org))

### **RECOMMENDATION**

At the request of JPA board vice chair Papan, the matter of the US-101 Express Lanes Project Loan Enhancement Rate of 0.4% has been placed on the agenda for discussion.

### **FISCAL IMPACT**

There is no fiscal impact related to this item.

### **SOURCE OF FUNDS**

NA

### **BACKGROUND**

At the March 12, 2021 Board meeting, Vice Chair Papan requested a discussion item be placed on the agenda for SMCEL-JPA Board members to discuss interest in communicating with the SMCTA regarding the possibility of directing the Express Lane Project Loan Enhancement Rate of 0.4% towards enhancing Equity Program alternative(s). She related her request to a robust discussion at the last C/CAG Board meeting regarding the Equity Program,

At the August 14, 2020 SMCEL-JPA Board meeting, the SMCEL-JPA Board approved a \$100 million US-101 Express Lanes Project Loan Agreement (Loan Agreement) with the SMCTA to pay for a portion of the Highway 101 Express Lane construction costs. See Attachment 1 for the link to the August 14, 2020 SMCEL-JPA Board packet for more details regarding the \$100 million US-101 Express Lanes Project Loan Agreement (Loan Agreement).

### US-101 Express Lanes Project Loan Enhancement Rate and Equity Program Funding

The approved US-101 Express Lanes Project Loan Agreement included the 0.4% per annum “Enhancement Rate,” (previously described as the “Credit Enhancement Fee”). The Enhancement Rate is a charge from the SMCTA to compensate it for risk and efforts associated with the issuance and maintenance of the bonds. The Enhancement Rate will be charged on the outstanding balance of the loan at an annual rate of 0.4%. However,

in any fiscal year in which the Loan Agreement is repaid by more than \$5 million, the SMCTA would use 0.15% of the Enhancement Rate to reduce the outstanding principal on the Capital Loan. See Attachment 1, Loan Agreement Section 7(b).

The approved Loan Agreement addresses funding for the potential future Equity Program in three ways:

First, by allocating \$1 million in bond proceeds to the Equity Program.

Second, by specifying an annual payment on a priority basis (i.e., before payment of interest or capital) of \$600,000 for the Equity Program.

Third, positive net toll revenue (after operation, maintenance, interest payments, and other required expenses) will be allocated by 85/15 split, with 85% for loans payback and 15% at the discretion of the SMCEL-JPA Board that can go towards an Equity Program, express lane extensions, or other purposes.

#### Express Lanes Equity Program

The SMCEL-JPA is working on an Equity Program for the Express Lanes. The SMCEL-JPA initiated an Equity Study in 2020 and is currently reviewing 4 Equity Program Alternatives, with the goal to select one or more Preferred Alternatives. The funding assumed to be available for the selected Equity Program Alternative(s) includes the one-time allocation of \$1 million, and \$600,000 on an ongoing annual basis.

The SMCEL-JPA Board of Directors received a presentation on the 4 Equity Program Alternatives at the February 12, 2021 meeting. Staff are implementing an extensive community outreach program on the 4 Equity Program Alternatives. The SMCEL-JPA will consider an Equity Program preferred alternative(s) at the May 14, 2021 SMCEL-JPA Board meeting.

During the community engagement process, some stakeholders have expressed concern that the identified funding (\$1m in one-time funds and \$600,000 in annual ongoing funds) for the Equity Program is not enough, and there was a desire for a more robust Equity Program. Staff have responded that this is the first phase of the Equity Program, and that future phases will be considered when the lanes are operational and generating revenue.

At the March 13, 2021 SMCEL-JPA Board Meeting, Board Vice-Chair Diane Papan asked that the following be added as a discussion item to the April 9, 2021 SMCEL-JPA Agenda.

- Discuss and provide direction on the option of the SMCEL-JPA requesting that the SMCTA allocate the Enhancement Rate towards the Equity Program.

#### **ATTACHMENT**

1. Loan Agreement available at: <https://ccag.ca.gov/wp-content/uploads/2020/08/081420-SMCEL-JPA-Board-Meeting-Agenda.pdf>

## **San Mateo County Express Lanes Joint Powers Authority Agenda Report**

Date: April 9, 2021

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

From: Executive Council

Subject: Review and approval of Resolution SMCEL 21-04 approving Master Agreement with the City/County Association of Governments of San Mateo County (C/CAG) for vendor services in support of the San Mateo County Express Lanes Joint Powers Authority.

(For further information please contact Sean Charpentier at [scharpentier@smcgov.org](mailto:scharpentier@smcgov.org))

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### **RECOMMENDATION**

That the SMCEL-JPA Board review and approve Resolution SMCEL 21-04 approving Master Agreement with the City/County Association of Governments of San Mateo County (C/CAG) for vendor contracting in support of work for the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA).

### **FISCAL IMPACT**

There is no fiscal impact associated approval of the Master Agreement. Future Vendor Supply Supplementals will identify the cost and sources of funding for those tasks.

### **BACKGROUND**

According to Attachment A, subsection D of the Joint Exercise of Powers Agreement between the SMCTA and the City/County Association of Governments of San Mateo County, C/CAG provides the following staffing for the SMCEL-JPA.

1. Contracts and Procurement
  - a) Procure, manage, and maintain all JPA contracts and agreements.
  - b) Manage consultant work scope, cost, and schedule
  - c) Review and approve invoices, and submit to TA for payments.
  - d) Maintain contracts between JPA and other entities
  
2. Board Clerk and Support
  - a) Board support to the JPA, including agenda, notices, and records of meetings.
  - b) Serve as the Board Clerk
  - c) Manage public record requests
  - d) Ensure Form 700s are completed and filed.

Occasionally, these services to be provided by C/CAG would be more efficiently provided by a vendor contracted by the C/CAG than a separate vendor selected by the SMCEL-JPA under a procurement process.

In cases where the SMCEL-JPA requests and C/CAG procures vendor services specifically to assist with the C/CAG's staff support of the SMCEL-JPA, including when the Parties wish for the SMCEL-JPA to provide

pre-payment for such services, C/CAG may propose such arrangement in a Vendor Contract Supplement to the Master Agreement contained herein. A sample Vendor Contract Supplement is attached as Exhibit A to the Master Agreement.

All future Vendor Contract Supplements are subject to review and approval by the SMCEL-JPA Board of Directors absent further delegation by the SMCEL-JPA Board of Directors. The Vendor Contract Supplements will set forth the agreed-upon scope of services to be provided by the subject vendors, the schedule for performance of vendor services, related fees, and the terms of payment.

Nothing in this Agreement shall inhibit or affect the C/CAG's responsibility for procuring the services covered by this Master Agreement and all associated Supplements. C/CAG will also be responsible for managing such vendor contracts.

The SMCEL-JPA approved the exact Master Agreement with the SMCTA at the March 12, 2021 Board meeting.

#### **ATTACHMENTS**

1. Resolution SMCEL-21-04
2. Master Agreement for Vendor Contracting by C/CAG in Support of the San Mateo County Express Lanes Joint Powers Authority
3. Exhibit A: Sample Vendor Contract Supplement

## **RESOLUTION SMCEL 21-04**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY AUTHORIZING MASTER AGREEMENT WITH THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY**

**RESOLVED**, by the Board of Directors of the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) that,

**WHEREAS**, pursuant to Attachment A, subsection D of the Joint Exercise of Powers Agreement between the SMCTA and the City/County Association of Governments of San Mateo County, C/CAG provides the Contracts and Procurement and Board Clerk and Support staffing for the SMCEL-JPA; and

**WHEREAS**, these services to be provided by the C/CAG might occasionally be more efficiently provided by a vendor contracted by the C/CAG than a separate vendor selected by the SMCEL-JPA under a procurement process; and

**WHEREAS**, the Master Agreement between the SMCEL-JPA and C/CAG sets forth the process by which the SMCEL-JPA requests and the C/CAG will procure vendor services specifically to assist with C/CAG's staff support of the SMCEL-JPA, including when the Parties wish for the SMCEL-JPA to provide pre-payment for such services, C/CAG may propose such arrangement in a Vendor Contract Supplement (Exhibit A to the Master Agreement); and

**WHEREAS**, all future Vendor Contract Supplements are subject to review and approval by the SMCEL-JPA Board of Directors absent further delegation by the SMCEL-JPA Board of Directors, and where the Vendor Contract Supplements will set forth the agreed-upon scope of services to be provided by the subject vendors, the schedule for performance of vendor services, related fees, and the terms of payment.

**WHEREAS**, the SMCEL-JPA approved a Master Agreement with the SMCTA at the March 12, 2021 Board meeting; and

**NOW THEREFORE BE IT RESOLVED**, that the SMCEL-JPA Board of Directors approves the Master Agreement with the City/County Association of Governments of San Mateo County (C/CAG) for vendor contracting) in support of work for the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA); and further authorizes the Executive Council to make minor clarifying edits, subject to approval by the SMCEL-JPA Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 9TH DAY APRIL 2021.**

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*Don Horsley, Chair*

**MASTER AGREEMENT FOR VENDOR CONTRACTING BY THE  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY IN  
SUPPORT OF  
THE SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY**

THIS MASTER AGREEMENT ("Master Agreement") is entered into and effective as of this \_\_\_ day of \_\_\_\_\_, 2021 ("Effective Date") by and between the San Mateo County Express Lanes Joint Powers Authority, hereinafter referred to as "JPA," and the City/County Association of Governments of San Mateo County, hereinafter referred to as "C/CAG," together referred to as the "Parties."

**WHEREAS**, the San Mateo County Transportation Authority (TA) and City/County Association of Governments of San Mateo County ("C/CAG") approved, on May 2, 2019 and April 11, 2019, respectively, the Joint Exercise of Powers Agreement for the San Mateo County Express Lanes, which created the JPA pursuant to the California Joint Exercise of Powers Act to oversee the operations and administration of the San Mateo 101 Express Lanes Project ("Project"), and to jointly exercise ownership rights over the Project;

**WHEREAS**, the TA and C/CAG executed the First Amended and Restated Joint Exercise of Powers Agreement for the San Mateo County Express Lanes effective June 13, 2019 ("JPA Agreement");

**WHEREAS**, pursuant to Section 4.8 of the JPA Agreement, the TA and C/CAG have pledged to use their best efforts to provide staff resources to the JPA as may be required or requested by the JPA to carry out its purposes;

**WHEREAS**, the JPA Agreement, including specifically in the "Initial Staffing Model," establishes that C/CAG shall provide the Contracts and Procurement and Board Clerk and Support staffing services to the JPA;

**WHEREAS**, by Resolution 19-08, the JPA Board of Directors authorized the JPA to reimburse C/CAG for staffing services, based on invoices that specify the staff time, rates and actual expenses incurred, as well as supporting documentation;

**WHEREAS**, the JPA and C/CAG desire to enter into this Master Agreement to create a mechanism for the JPA to approve and fund vendor services performed by vendors under current or new contracts with the C/CAG, but performing services for the JPA at C/CAG's and JPA's mutual request; and

**WHEREAS**, the JPA and C/CAG desire to enter into Supplements to this Master Agreement for each vendor agreement entered into by the C/CAG hereunder ("Supplement").

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

**1. Intent and Scope of Master Agreement**

The Parties acknowledge that the JPA may occasionally require vendor or independent contractor services to assist C/CAG in providing contracts, procurement, Board Clerk, and Support staff services to the JPA in accordance with the model set forth in the JPA Agreement that are similar to services being provided to C/CAG by current or new vendors under contracts with C/CAG. The Parties further acknowledge that occasionally

these services would be more efficiently provided by a vendor contracted by C/CAG than a separate vendor selected by the JPA under a procurement process.

In cases where the JPA requests and C/CAG procures vendor services specifically to assist with C/CAG's staff support of the JPA, including when the Parties wish for the JPA to provide pre-payment for such services, C/CAG may propose such arrangement in a Supplement to this Master Agreement. All Supplements are subject to review and approval by the JPA Board of Directors absent further delegation by the JPA Board of Directors. Supplements will set forth the agreed-upon scope of services to be provided by the subject vendors, the schedule for performance of vendor services, related fees, and the terms of payment.

Nothing in this Agreement shall inhibit or affect C/CAG's responsibility for procuring the services covered by this Master Agreement and all associated Supplements. C/CAG also will be responsible for managing such vendor contracts.

A sample Supplement is attached as Exhibit A to this Master Agreement.

## **2. TERM AND TERMINATION**

This Agreement commences on the \_\_\_\_\_ and will continue for so long as C/CAG provides services to the JPA under the Initial Staffing Model, unless otherwise terminated or extended by agreement of the Parties. Supplements may be retroactive to before the effective date of this Master Agreement.

## **3. OWNERSHIP OF WORK**

Any work product created pursuant to a written request of the JPA or under a Supplement will be owned by the JPA. Drafts and copies of such work product may be retained by C/CAG for use in providing staffing support to the JPA.

## **4. INDEMNITY**

C/CAG will indemnify and hold harmless the JPA, its officers, agents and employees from and against all claims, injury, suits, demands, liability, losses, and damages (including any and all costs and expenses in connection therewith), incurred by reason of any negligent or otherwise wrongful act or omission of C/CAG, its officers, employees, or agents, or any of them, under or in connection with this Master Agreement and all Supplements. C/CAG further agrees to defend, with counsel acceptable to the JPA, any and all such actions, suits, or claims and pay all reasonable charges of attorneys and all other costs and expenses arising therefrom or incurred in connection therewith; and if any settlements are reached, or judgments are rendered, against the JPA or any of the other individuals enumerated above in any such action, C/CAG will, at its expense, satisfy and discharge the same.

C/CAG will require each vendor hired under this Master Agreement and all Supplements to similarly indemnify the JPA with respect to claims, injuries, suits, demands, liability, losses or damages incurred by reason of any negligent or otherwise wrongful act or omission of the vendor.

The JPA will indemnify and hold harmless C/CAG, its officers, agents and employees from and against all claims, injury, suits, demands, liability, losses, and damages (including any and all costs and expenses in connection therewith), incurred by reason of any negligent or otherwise wrongful act or omission of the JPA, its officers,

employees, or agents, or any of them, under or in connection with this Master Agreement and all Supplements. The JPA further agrees to defend, with counsel acceptable to C/CAG, any and all such actions, suits, or claims and pay all reasonable charges of attorneys and all other costs and expenses arising therefrom or incurred in connection therewith; and if any settlements are reached, or judgments are rendered, against C/CAG or any of the other individuals enumerated above in any such action, the JPA will, at its expense, satisfy and discharge the same.

This section shall survive termination or expiration of this Master Agreement.

## **5. AMENDMENTS**

Any changes to this Master Agreement must be incorporated in written amendments executed by or on behalf of C/CAG and the JPA.

## **6. INSURANCE**

C/CAG shall obtain from vendors engaged under this Master Agreement and any Supplement, and provide proof of upon demand, the insurance required under the following paragraphs:

- (a) Worker's Compensation and Employer's Liability Insurance. Workers' Compensation and Employer's Liability Insurance providing full statutory coverage.
- (b) Liability Insurance. General Liability coverage of no less than \$1,000,000 per occurrence; Commercial Auto with a liability combined single limit of no less than \$1,000,000; and Director & Officers insurance with coverage of no less than \$1,000,000 per occurrence.

The JPA and its officers, directors, agents, employees and servants shall be named as additional insureds such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the JPA, its officers, directors, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the JPA or its officers, directors, and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the JPA at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of the subject Supplement and suspend all further work and payments thereunder.

## **7. COMPLIANCE WITH LAWS; PAYMENT OF PERMITS/LICENSES**

All services to be performed by and for C/CAG and JPA pursuant to this Master Agreement and all Supplements shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances and regulations. Such services shall be performed in accordance with appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Master Agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Master Agreement.



**8. NON-DISCRIMINATION**

No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this Master Agreement or any Supplement on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran’s status. C/CAG shall ensure full compliance with federal, state and local laws, directives and executive orders regarding non-discrimination for all employees and vendors under this Master Agreement and all Supplements.

**9. RETENTION OF RECORDS, RIGHT TO MONITOR AND AUDIT**

C/CAG shall maintain all records related to performance of each Supplement Agreement until at least three (3) years after C/CAG and/or JPA makes final payment to vendors and all other related pending matters are closed. Such records shall be subject to the examination and/or audit of JPA.

C/CAG shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by JPA.

Upon reasonable notice, C/CAG agrees to provide to the JPA, to any Federal or State department having monitoring or review authority, to JPA’s authorized representatives, and/or to their appropriate audit agencies, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Master Agreement and all Supplements, and to evaluate the quality, appropriateness and timeliness of services performed.

**10. MERGER CLAUSE**

This Master Agreement and any Supplements constitute the sole Agreement of the Parties hereto and correctly states the rights, duties, and obligations of each party as of this document’s date. Any prior agreement, promises, negotiations, or representations between the Parties not expressly stated in this document are not binding. All subsequent modifications and Supplements to this Master Agreement must be in writing and signed by the Parties.

**11. CONTROLLING LAW**

This Master Agreement and all Supplements, and the rights and duties thereunder, shall be governed by the laws of the State of California.

**12. NOTICES**

All notices or other communications to either party by the other shall be made in writing and delivered or mailed to such party at their respective addresses as follows:

In the case of JPA, to:

Attention:  
Chair, San Mateo County Express Lanes Joint Powers Authority

With copies to:

Executive Director  
San Mateo County Transportation Authority  
1250 San Carlos Ave., San Carlos, CA 94070

Executive Director,  
City/County Association of Governments of San Mateo County  
555 County Center, Redwood City, CA 94063

In the case of C/CAG, to:

Attention: Executive Director  
City/County Association of Governments (C/CAG)  
County Office Building, Fifth Floor  
555 County Center  
Redwood City, CA 94063

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail for delivery to the addresses provided above.

**13. INDEPENDENT CONTRACTOR**

The relationship of the Parties to this Agreement is that described in the JPA Agreement. Neither Party to this Agreement shall contend that such relationship is altered by virtue of this Agreement or its terms.

**14. ASSIGNMENT**

Neither party shall assign, transfer, or otherwise substitute its interest or obligations in this Master Agreement or any Supplement without the prior written consent of the other party.

**IN WITNESS WHEREOF**, the Parties hereto, by their duly authorized representatives, have executed this Master Agreement by the day and year first written above.

**City/County Association of Governments  
Of San Mateo County (C/CAG)**

**SAN MATEO COUNTY EXPRESS LANES  
JOINT POWERS AUTHORITY**

\_\_\_\_\_  
Marie Chuang, C/CAG Chair

\_\_\_\_\_  
Don Horsley, JPA Chair

Approved as to form:

\_\_\_\_\_  
Attorney for C/CAG

\_\_\_\_\_  
Attorney for the JPA

EXHIBIT A: Sample Supplement for Vendor Contract Arrangement

**EXHIBIT A: SAMPLE VENDOR CONTRACT SUPPLEMENT**

**C/CAG VENDOR CONTRACT SUPPLEMENT #\_\_\_\_\_**

**Vendor Name:** *[Insert Company name]*

**C/CAG Contract Number:** *[Contract Number]*

**C/CAG Work Directive/  
Purchase Order Number :** *[WD/PO Number, if applicable]*

**C/CAG Project Manager:** *[Name, Title, Phone, email]*

**Notice to Proceed Date:** *[Date]*

**Payments to be made by JPA to:** *[Name of Payee]*

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**Description and Scope of Work:**

*[Describe the overall work to be completed in support of the JPA. If part of a larger project, identify the specific work to be provided by the vendor. If part of a larger C/CAG contract, describe the overall contract scope and the scope of the work to be performed for the JPA. Attach work directive requests for proposals or similar documentation if available.]*

**Scope of Work Schedule:**

	<u>Begin</u>	<u>End</u>
<i>[Part 1]</i>	MM/YY	MM/YY
<i>[Part 2]</i>	MM/YY	MM/YY
<i>[Part 3]</i>	MM/YY	MM/YY
<i>[Part 4]</i>	MM/YY	MM/YY
<i>[Part 5]</i>	MM/YY	MM/YY

**Scope of Work Budget:**

*[Include basis of invoices (e.g., milestone payments, time and materials, fixed fee), component estimates, overall contract/work directive amount, any included contingency amount]*

**Payment Terms:**

*[Include plan for paying vendor invoices (e.g., whether C/CAG or JPA will pay to vendor), timing of required payments. If C/CAG will pay the vendor, include timing for JPA pre-payment or reimbursement payments to C/CAG and any associated conditions.]*

**Transmittal of Payments:**

*[Include details of how payments are to be made, e.g., wire or check to what account or address.]*

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**JPA Approval:**      Resolution *[Insert Number]*

**CITY/COUNTY ASSOCIATION OF  
GOVERNMENTS (C/CAG)**

**SAN MATEO COUNTY  
EXPRESS LANES JOINT  
POWERS AUTHORITY**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: April 9, 2021

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

From: Executive Council

Subject: Review and approval of Resolution SMCEL 21-05 deferring the review of staffing structure as required by Joint Exercise of Powers Agreement.

(For further information please contact Sandy Wong at slwong@smcgov.org)

## RECOMMENDATION

That the SMCEL-JPA Board review and approve Resolution SMCEL 21-05 deferring the review of staffing structure as required by Joint Exercise of Powers Agreement until the openings of both southern and northern segments of express lanes, but no later than December 2022.

## FISCAL IMPACT

There is no fiscal impact to defer this review.

## SOURCE OF FUNDS

NA

## BACKGROUND

The C/CAG Board and SMCTA Board approved the “*Joint Exercise of Powers Agreement for the San Mateo County Express Lanes*” at their respective Board of Directors meetings in April 2019, and further approved the “*First Amended and Restated Joint Exercise of Powers Agreement for the San Mateo County Express Lanes*” (JEPA) at their respective Board of Directors meetings in June 2019.

Sections 4.7 and 4.8 along with Attachment A to the JEPA agreement stipulate the Fiscal Agent/Auditor/Controller and Treasurer as well as Staffing for the SMCEL-JPA. During the development of the JEPA in 2019, it was understood by both SMCTA and C/CAG that the express lanes will not be in operation for at least two years, hence, there will be no revenue to support the SMCEL-JPA operation, except for operating loans from its member agencies.

As specified in the JEPA, the SMCEL-JPA Board is supported by the following: 1) San Mateo County Counsel; 2) a Policy/Program Manager via independent contract; 3) Executive Council consisting of the Executive Directors of C/CAG and TA; 4) C/CAG staff for Contracts & Procurement, and Board support; 5) TA staff for Finance/Fiscal, Marketing & Communications.

The JEPA further specifies that the SMCEL-JPA Board will revisit said staffing Plan, including all of the above provisions, the need of employees, and the effectiveness of the Executive Council, from time to time, but no later than two years from the time of the agreement or April 2021.

The SMCEL-JPA has been in operation for almost two years. The agency has retained its Policy/Program Manager Team via consultant contract since November 2019. The agency has been staffed by the Executive Council and other staff as defined in the JEPA. The agency has been fully reimbursing C/CAG and SMCTA for staffing services. The agency's operating revenue comes from operating loans from both C/CAG and SMCTA.

Since the beginning of its establishment, the work performed by C/CAG and TA staff supporting the JPA has been in the "set-up" stage. Major activities include agency setup, preparation of draft toll ordinance, preparation for public communication, development of an Equity Program, development of contracts and agreements with the Bay Area Infrastructure and Financing Authority (BAIFA) for tolling operation, as well as development of agreements with other agencies necessary for ownership and operation of the express lanes, and a loan agreement with the TA for \$100 million, etc.

The southern segment of express lanes is scheduled to open towards the end of this calendar year, while the northern segment opening is targeted for the end of calendar year 2022. It is anticipated the scope of work performed by staff during the on-going toll operation stage will be substantially different from the scope of work during the "set-up" stage. Hence, performing an initial assessment of the current staffing model including the effectiveness of the Executive Council, and the need of employees would not provide the agency with sufficient information to plan for its future staffing needs. Therefore, it is recommended that the SMCEL-JPA Board adopt Resolution SMCEL 21-05 deferring the review of staffing structure until the openings of both southern and northern segments of express lanes, but no later than December 2022. After having experience in the toll operation stage, the agency will have much better information to assess its staffing need and the ability to decide on the most efficient and cost-effective staffing provision.

#### **ATTACHMENTS**

1. Resolution SMCEL 21-05
2. Excerpt of the Joint Exercise of Powers Agreement (JEPA) and its Attachment A.

## **RESOLUTION SMCEL 21-05**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY AUTHORIZING TO DEFER THE REVIEW OF STAFFING STRUCTURE AS REQUIRED BY JOINT EXERCISE OF POWERS AGREEMENT**

**RESOLVED**, by the Board of Directors of the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) that,

**WHEREAS**, the C/CAG Board and SMCTA Board approved the “Joint Exercise of Powers Agreement for the San Mateo County Express Lanes” at their respective Board of Directors meetings in April 2019, and further approved the “First Amended and Restated Joint Exercise of Powers Agreement for the San Mateo County Express Lanes” (JEPA) at their respective Board of Directors meetings in June 2019; and

**WHEREAS**, Sections 4.7 and 4.8 along with Attachment A to said JEPA stipulate the SMCEL-JPA is to be supported by: 1) San Mateo County Counsel; 2) a Policy/Program Manager via independent contract; 3) Executive Council consisting of the Executive Directors of C/CAG and TA; 4) C/CAG staff for Contracts & Procurement and Board support; 5) TA staff for Finance/Fiscal, Marketing & Communications; and

**WHEREAS**, said JEPA further specifies that the SMCEL-JPA Board will revisit said Staffing Plan, including all of the above provisions, the need of employees, and the effectiveness of the Executive Council, from time to time, but no later than two years from the time of the agreement or April 2021; and

**WHEREAS**, the southern segment of express lanes is scheduled to open towards the end of this calendar year, and the northern segment opening is targeted for the end of calendar year 2022; and

**WHEREAS**, it is anticipated the scope of work performed by staff during the on-going toll operation stage will be substantially different from the scope of work during the “set-up” stage; and

**WHEREAS**, deferring the review of staffing structure until after the agency having experience in the toll operation stage will provide better information to assess its staffing need to support its decision on the most efficient and cost-effective staffing provision.

**NOW THEREFORE BE IT RESOLVED**, that the SMCEL-JPA Board of Directors defer the review of staffing structure as required by the Joint Exercise of Powers Agreement until the openings of both southern and northern segments of express lanes, but no later than December 2022.

**PASSED, APPROVED, AND ADOPTED, THIS 9TH DAY APRIL 2021.**

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*Don Horsley, Chair*



**Excerpts From:**

**FIRST AMENDED AND RESTATED  
JOINT EXERCISE OF POWERS AGREEMENT  
FOR THE SAN MATEO COUNTY EXPRESS LANES**

Section 4.7. Fiscal Agent/Auditor/Controller and Treasurer. The TA is designated as the Fiscal Agent of the SMC Express Lanes JPA. The San Mateo County Transit District (as managing agency of the TA) will serve as the Auditor/Controller and Treasurer of the SMC Express Lanes JPA. The Treasurer will be the depository and will have custody of all of the accounts, funds, and money of the SMC Express Lanes JPA from whatever source. The Auditor/Controller and the Treasurer will perform the duties and functions, assume the obligations and authority set forth in Sections 6505, 6505.5 and 6505.6 of the Act, and assure strict accountability of all funds and reporting of all receipts and disbursements of the SMC Express Lanes JPA. The Auditor Controller and Treasurer are designated as having charge of, handling or having access to funds or property of the SMC Express Lanes JPA for purposes of the Official's Bond required under Section 6505.5 of the Act and Section 4.10 of this Agreement.

The SMC Express Lanes JPA may change the Fiscal Agent, Auditor/Controller and/or Treasurer, and/or appoint other persons possessing the qualifications set forth in Section 6505.5 of the Act to these offices, by resolution of the Board of Directors. The designations set forth in this Section 4.7 will be considered concurrently with consideration of amendments to Attachment A as described in Section 4.8 of the Agreement.

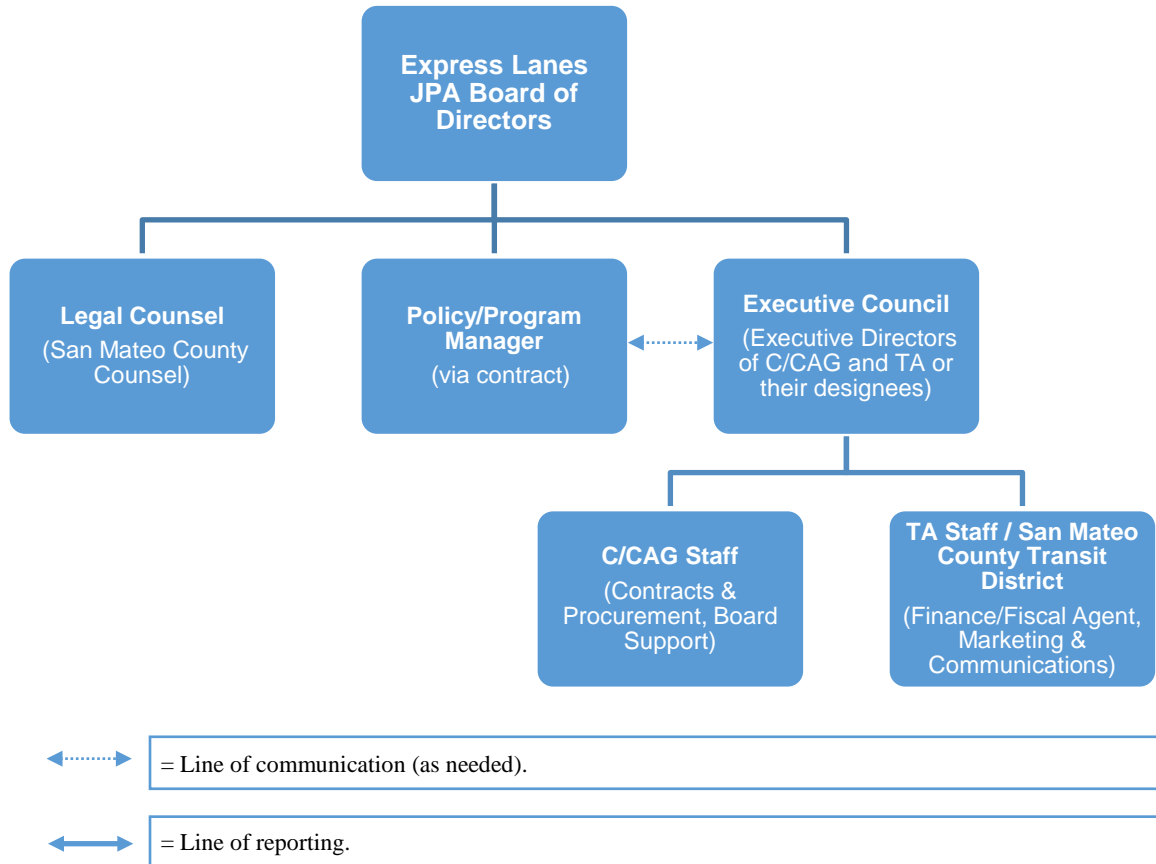
Section 4.8. Staffing. C/CAG and the TA recognize the benefits that their respective organizations and staff support bring to the SMC Express Lanes JPA. Both agencies will make their best efforts to provide staff resources to the SMC Express Lanes JPA as may be required or requested by the SMC Express Lanes JPA. Upon execution of this Agreement, staffing for the SMC Express Lanes JPA will be provided in accordance with the model set forth in Attachment A to this Agreement. The SMC Express Lanes JPA may amend Attachment A from time to time by resolution of the Board of Directors.

Section 4.9. Additional Officers and Consultants. The Board may appoint any additional officers deemed necessary or desirable. Such additional officers also may be officers or employees of a Member or of the SMC Express Lanes JPA. The Board may also retain such other consultants or independent contractors as may be deemed necessary or appropriate to carry out the purposes of this Agreement.

Section 4.10. Official's Bond. The officers or persons designated to have charge of, handle, or have access to any funds or property of the SMC Express Lanes JPA will be so designated and empowered by the Board. Each such officer or person will be required to file an official bond with the SMC Express Lanes JPA in an amount established by the Board. Should the existing bond or bonds of any such officer or persons be

## ATTACHMENT A

### SAN MATEO COUNTY EXPRESS LANES JPA INITIAL STAFFING MODEL



- A. The San Mateo County Express Lanes Joint Powers Authority (JPA) will retain an independent Policy/Program Manager via contract. That Manager will report directly to the JPA Board. He/she will also coordinate with the Executive Council as necessary. On a day-to-day basis, the Policy/Program Manager is expected to coordinate with any of the staff listed below under Sections (C) and (D) as necessary. The main duties of the Policy/Program Manager will be to:
- Seek input from the Executive Council and others, develop, and make recommendations to the JPA Board on policies including but not limited to tolling principles, toll ordinance, toll discounts, equity, and net revenue expenditure priorities.
  - Collaborate with Bay Area Infrastructure Financing Authority (BAIFA) and make recommendations on toll system, and toll equipment maintenance and upgrades.

- Represent San Mateo County Express Lanes interests at regional and other express lanes forums, in collaboration with Executive Council.
  - Collaborate with the Executive Council and all TA and C/CAG staff who provide service to the JPA on recommendations to the JPA Board, including but not limited to Toll Expenditure Plan and the JPA Budget.
  - Implement and support the management of contracts and agreements for the JPA in collaboration with the Executive Council.
  - Provide other support to the JPA Board as necessary.
- B. The JPA will have an Executive Council that consists of the Executive Director of the TA and the Executive Director of C/CAG. Each Executive Director may have one designee who will have full authority to act on behalf of the appointing Executive Director. The Executive Council may make recommendations to the JPA Board directly, or coordinate with the Policy/Program Manager on joint recommendations to the JPA Board. The Executive Council will also be responsible for negotiation of agreements with agencies to support the operations of the Express Lanes, including but not limited to the following: BAIFA to provide overall operation of the express lanes; Bay Area Toll Authority (BATA) to provide Fastrak® services; Caltrans for road maintenance; and California Highway Patrol (CHP) for enforcement. As soon as the Policy/Program Manager is on board, he/she will participate in such negotiations and contract preparation in collaboration with the Executive Council.
- C. The TA will be the Fiscal Agent for the JPA. The San Mateo County Transit District (District), which is the administering agency of the TA, will provide the following staffing for the JPA:
- Fiscal Agent and Finance
    - Budgeting and reporting
    - Accounting, including accounts payable and accounts receivables
    - Audits
    - Treasury
  - Marketing and Communications
    - Marketing use of the lanes
    - Promoting the broader benefits of the lanes
    - Media relations
    - Website creation and maintenance
    - Community relations (addressing community concerns about policies, operation of the lanes, etc.)

These staff will report to the TA Executive Director on day-to-day operations. Work performed by these staff on matters relating to the JPA will be approved by the Executive Council. These staff are expected to coordinate with the Policy/Program Manager.

D. C/CAG will provide the following staffing for the JPA:

- Contracts & Procurement
  - Procure, manage, and maintain all JPA contracts and agreements
  - Manage consultant work scope, cost and schedule
  - Review and approve invoices, and submit to TA for payments
  - Maintain contracts between JPA and other entities
  
- Board Clerk and Support
  - Board support to the JPA, including agenda, notices, and records of meetings
  - Serve as the Board Clerk
  - Manage public records requests
  - Ensure Form 700s are completed and filed

These staff will report to the C/CAG Executive Director on day-to-day operations. Work performed by these staff on matters relating to the JPA will be approved by the Executive Council. These staff are expected to coordinate with the Policy/Program Manager.

E. The JPA will contract with the San Mateo County Counsel's Office for legal support.

F. The JPA Board will revisit this staffing Plan, including all of the above provisions, the need of employees, and the effectiveness of the Executive Council, from time to time, but no later than two years from now or April 2021.

## San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: April 9, 2021

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

From: Matthew Click, Policy and Program Manager (PPM)

Subject: Receive presentation and provide direction, by motion, on the Clean Air Vehicle Toll Discount to be included in the Public Draft Toll Ordinance

(For further information please contact Matthew Click at [mclick@hntb.com](mailto:mclick@hntb.com))

### **RECOMMENDATION**

Receive presentation, and provide direction, by motion, on the Clean Air Vehicle Toll Discount to be included in the Public Draft Toll Ordinance

### **FISCAL IMPACT**

The fiscal impact will depend on the Board direction regarding the desired Clean Air Vehicle (CAV) discount to be included in the draft Toll Ordinance.

### **SOURCE OF FUNDS**

NA

### **BACKGROUND**

At the regularly scheduled meeting of the Board on March 9<sup>th</sup>, 2021 a presentation was given by the PPM on various toll policies for consideration and eventual adoption. Inside of that presentation recommendations were made by the PPM on numerous policies which will be incorporated into the Toll Ordinance scheduled for adoption by the Board in the Summer of 2021. Recommendations by the PPM were generally accepted and agreed upon by the Board. One area which generated substantial Board discussion was the issue of what the pricing policy would be for clean air vehicles (CAVs). Currently, express lane operators in the Bay Area provide CAVs with a 50% toll discount off the full toll paid by single occupant vehicles. The PPM recommended a 50% discount for CAVs as part of their overall toll policy recommendations.

During the Board discussion, Board members expressed concerns about equity and that a 50% CAV toll discount was too substantial of a discount. The Board discussed the potential for a CAV discount somewhere between 0 and 25%. The PPM was given direction to research the growth of CAVs in San Mateo County and ascertain if socioeconomic information about CAV owners was readily available. The Board directed the PPM to investigate the availability of data through Peninsula Clean Energy (PCE). The PPM met with PCE to investigate CAVs and associated ownership information in San Mateo County. In addition, the PPM also discussed with other express lanes operators the possibility that San Mateo County may decrease the discount for CAVs operating through the County's express lanes. At the April 9, 2021 meeting, the PPM will provide a

briefing on these various inputs to the Board and is seeking Board direction on CAV policy for inclusion in the Toll Ordinance.

**ATTACHMENT**

1. Clean Air Vehicle Policy Update - PowerPoint presentation



# CLEAN AIR VEHICLE POLICY UPDATE

SMCEL-JPA Board

April 9, 2021

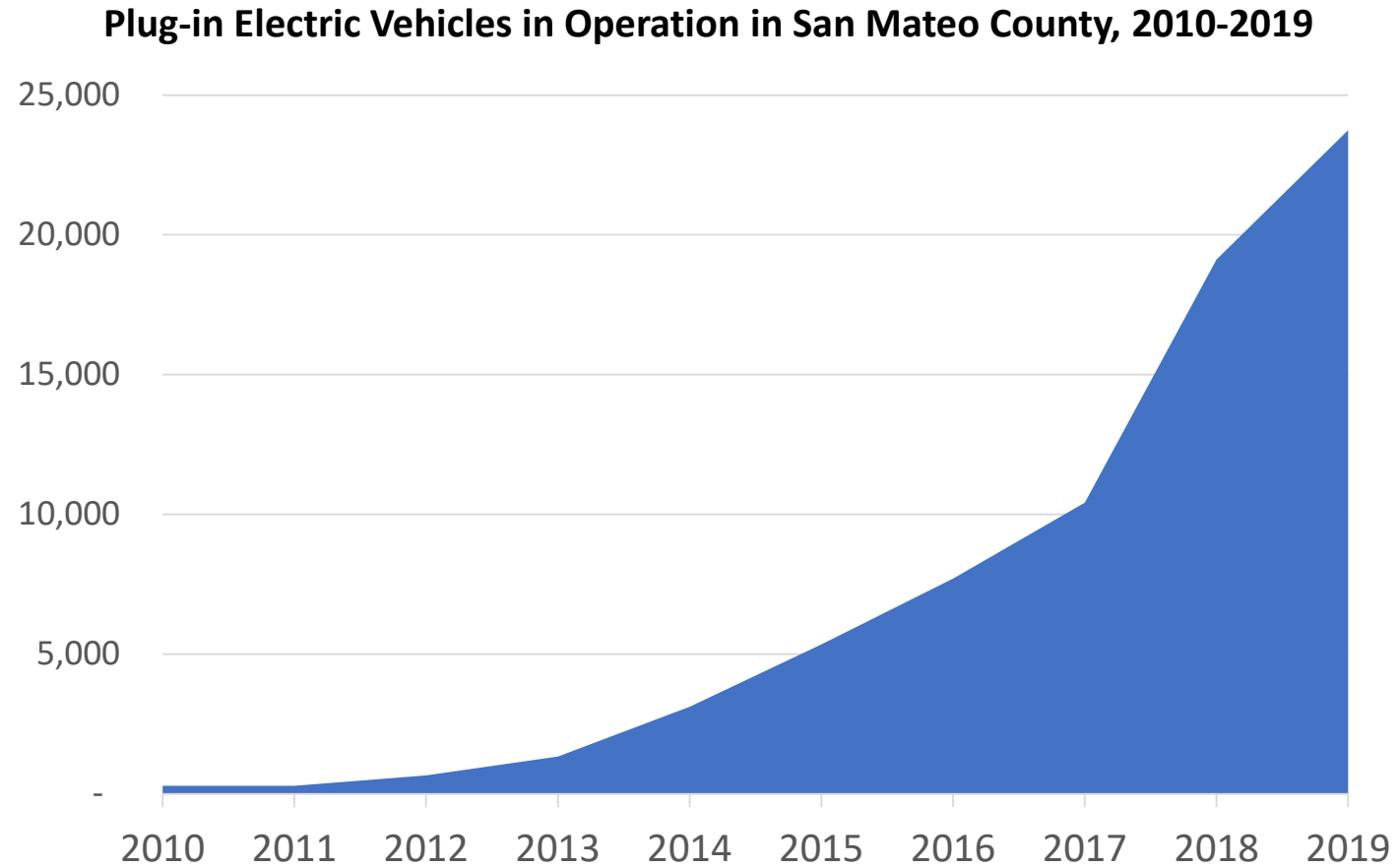
# Clean Air Vehicle (CAV) Discount Options

- On March 9, 2021, staff recommended 50% discount for CAVs
- Discussion:
  - Equity considerations
  - Other discounts options ranging from 0 to 25%
- Board directed staff to research CAV ownership trends and socioeconomic data about CAV owners



# CAV Trends in San Mateo County

- CAV ownership in the county has substantially increased in recent years
- Market penetration is growing and projected to increase
- In 2019, Tesla models made up about half of the CAVs owned in San Mateo County

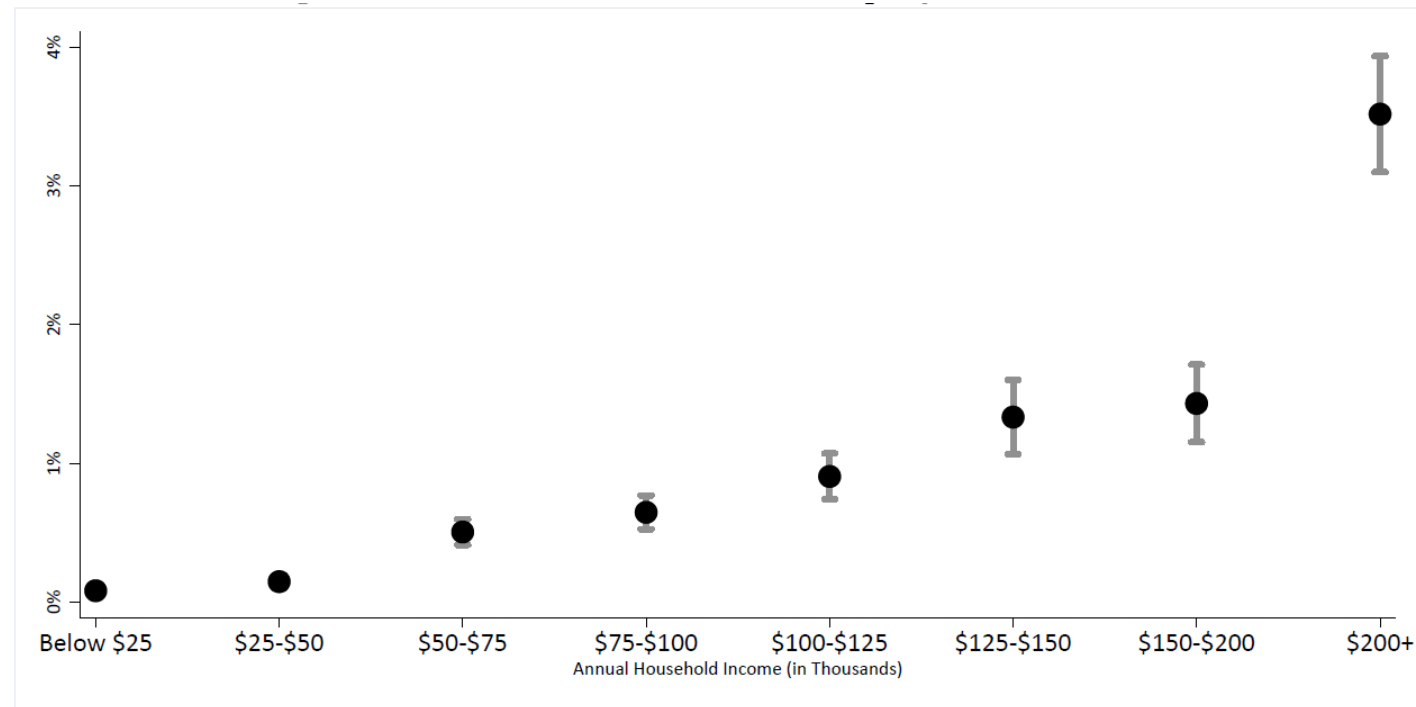


Source: Peninsula Clean Energy, as of March 2021

# CAV Ownership by Income

- 2016-2017 national data showed CAV ownership increases with income
  - About 3.5% of households with annual income above \$200k owned an electric vehicle
  - Compared to 0.2% of households with income below \$50k
- CA accounts for about half of the nation's electric vehicle market

Electric Vehicle Ownership by Income in the US (2016-2017)



Source: Energy Institute at Haas (July 2018)

# Federal & State Law

- Federal law grants authority to allow CAVs to use HOV lanes toll-free or at a discount – extended through 2025
- CA state law granted CAVs “toll-free or reduced-rate passage” through 2025
  - Support climate change goals through increasing CAV ownership
  - Support equity through income eligibility limits on the Clean Vehicle Rebate and new Income-Based (IB) CAV Decal Program

## San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: April 9, 2021

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

From: Executive Council

Subject: Receive a presentation on the draft SMCEL-JPA Website Design.

(For further information, please contact April Chan, Chief Officer, Planning, Grants & TA, San Mateo County Transportation Authority Program at [chana@samtrans.com](mailto:chana@samtrans.com))

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### RECOMMENDATION

That the SMCEL-JPA Board receive a presentation on the draft SMCEL-JPA website design.

### FISCAL IMPACT

This is an informational item. There is no fiscal impact related to receiving this information.

### SOURCE OF FUNDS

NA

### BACKGROUND

Staff will present at the April 9, 2021 meeting a draft version of the SMCEL JPA website, which includes integration of website currently housed on the San Mateo County Transportation Authority (TA) and the City/County Association of Governments of San Mateo County (C/CAG) websites.

This future website will house all relevant SMCEL JPA reports, documents and studies, and will prominently feature FasTrak sign up access, information about the use of the US101 Express Lanes in San Mateo County, as well as board meeting material and information. The website will also feature content in Chinese and Spanish. The new SMCEL JPA website is expected to launch in May 2021.