

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

Meeting No. 20

DATE: Friday, February 12, 2021

TIME: 9:00 A.M.

Join by Zoom:

<https://us02web.zoom.us/j/89081943345?pwd=Ti9FS24zMIFBUBFY2a3VaWHo1K0hTZz09>

Meeting ID: 890 8194 3345

Password: 541541

Join by Phone:

(669) 900-6833

Meeting ID: 890 8194 3345

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

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. 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. 19 dated January 15, 2021. ACTION p. 1

4.2 Accept the Sources and Uses of Funds for the FY21 Period Ending December 31, 2020. ACTION p. 5

5.0 REGULAR AGENDA

5.1 Receive a Presentation on the Equity Program Alternatives. INFORMATION p. 7

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

March 12, 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, 5th 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 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.
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. 19
January 15, 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

1.0 CALL TO ORDER/ ROLL CALL

Chair Horsley 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:

Don Horsley, Rico Medina, Emily Beach

Members Absent:

None.

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. 18 dated December 11, 2020. APPROVED

4.2 Accept the Sources and Uses of Funds for the FY21 Period Ending November 30, 2020. APPROVED

Director Medina **MOVED** approval of consent agenda. Director Aguirre **SECONDED**. Roll call was taken. **MOTION CARRIED 6-0-0**

5.0 REGULAR AGENDA

5.1 Receive a presentation on MTC's means-based toll program pilot and information on adopted BATA/Fastrak policies the SMCEL-JPA will need to consider.

Matthew Click, PPM, from HNTB, presented to the Board an update on the MTC means-based toll program pilot, a recommendation that the SMCEL-JPA defer the consideration of a SMCEL-JPA means-based toll until the completion of the MTC's means based toll pilot program (estimated to be completed in 2023) to learn from the lessons of the MTC pilot.

Chair Horsley asked if the Fastrak responder will be for both bridges and express lanes?

Staff answered: Yes, the Fastrak works on all toll facilities in California.

Director Aguirre asked which communities the MTC was engaging with for its Means Based Toll Pilot?

Staff answered: The MTC is just starting the outreach phase, and we do not know yet which communities they are going to reach out to. MTC staff are on our SMCEL-JPA ESAC, and SMCEL-JPA staff participate in MTC advisory committees.

Director Beach asked what the MTC start up budget was going to fund?

Staff answered: Our understanding is that a portion of it is for software changes to process means based tolls.

Vice Chair Papan asked: if the if MTC invests in the software for means based tolls now, could that potentially benefit our potential means-based toll system; where does the funding for MTC's means based toll come from; and why does the MTC use 200% of the Federal poverty rate?

Staff answered: It is possible that the MTC Pilot program will facilitate other means-based tolls. Staff do not know the sources of the MTC funding. MTC is using the same threshold for the means-based toll pilot (200% of the Federal poverty rate) as it currently uses for the Clipper Start program.

Samantha Soules, from HNTB, presented that regional consistency is critical for a regionally seamless express lane user experience; and how all current express lanes in the Bay Area incorporate the penalty and business practices from BATA Resolution 52 into their respective toll policies.

Director Beach asked if consistency with Resolution 52 would negatively impact the SMCEL-JPA's ability to consider other toll policies related to express buses or HOVs or clean air vehicles? Commented that the SMCEL-JPA Board would like to know sooner than later if there were policy decisions that might negatively impact the opening of the lanes.

Staff answered: Those differences are generally in the toll policy and implemented through lane side business rules.

Vice Chair Papan asked if the Resolution 52 deals with the Fastrak mechanics?

Staff answered: Yes, that is accurate.

6.0 REPORTS

a) Chairperson Report.

None.

b) Member Communication.

None.

c) Executive Council Report - Executive Council Verbal Report.

Jim Hartnett, Executive Council, noted that it is an exciting year for this Board, and that his last meeting with the Board is in April, based on his previously announced retirement.

Sandy Wong, Executive Council, announced her retirement after working with C/CAG over 17 years. At this time, the C/CAG Chair is working on a recruitment process, and Sandy will assist through the transition.

d) Policy/Program Manager Report.

7.0 WRITTEN COMMUNICATIONS

None

8.0 NEXT REGULAR MEETING

February 12, 2021

9.0 ADJOURNMENT – 10:04 a.m.

San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: February 12, 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 December 31, 2020
(For further information, contact Derek Hansel, CFO, at 650-508-6466)

RECOMMENDATION

That the SMCEL-JPA Board accept and enter into the record the Sources and Uses of Funds for the FY21 Period Ending December 31, 2020.

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 December year-to-date, the Total Sources of Funds are \$252,231, 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 December year-to-date, the Total Uses of Funds are \$601,255. Major expenses are in Staff Support \$252,442 and Consultant \$289,346.

Budget Amendment:

There are no budget amendments for the month of December 2020.

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 (December 2020)

SAN MATEO COUNTY EXPRESS LANE JPA
SOURCES AND USES OF FUNDS
Fiscal Year 2021
December 2020

	ACTUAL		BUDGET	
	As of 12/31/2020		Annual	
SOURCES OF FUNDS:				
	Advance from the City/County Association of Governments of San Mateo County	\$ 109,648	\$	917,244
1	Advance from the San Mateo County Transportation Authority	142,583		1,270,463
2	TOTAL SOURCES OF FUNDS	252,231		2,187,707
USES OF FUNDS:				
3	Staff Support	252,442		814,700
4	Administrative Overhead	26,707		53,415
5	Business Travel	-		3,000
6	Office Supplies	-		3,000
7	Printing and Information Svcs	-		5,000
8	Legal Services	12,705		60,000
9	Consultant	289,346		1,171,432
10	Insurance	10,767		-
11	Miscellaneous	9,288		77,160
12	TOTAL USES OF FUNDS	601,255		2,187,707
13	EXCESS (DEFICIT)	\$ (349,024)	\$	-
Additional Information:				
	Loan payables to the City/County Association of Governments of San Mateo County	\$ 607,214		
	Loan payables to the San Mateo County Transportation Authority	\$ 680,218		

San Mateo County Express Lanes Joint Powers Authority Agenda Report

Date: February 12, 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 a presentation on the Equity Program Alternatives

(For further information please contact Matthew Click at mclick@hntb.com)

RECOMMENDATION

That the SMCEL-JPA Board receive a presentation on the Equity Program Alternatives.

FISCAL IMPACT

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

SOURCE OF FUNDS

NA

BACKGROUND

One of the fundamental reasons for forming the SMCEL-JPA was to ensure local control over the formulation and implementation of policies/programs as well as operation of the US 101 Express Lanes Project. Central to the desire for local control was to ensure that equity would be a primary consideration and influence how the project would be operated and project revenues would be used. The SMCEL-JPA selected ARUP to perform the equity study under the leadership and direction of the Policy and Program Manager (PPM). The Equity Study was officially kicked-off on May 13, 2020.

At the February 12, 2021 SMCEL-JPA Board Meeting, staff will provide a presentation on the Equity Program Alternatives.

ATTACHMENT

1. PowerPoint presentation on the Equity Program Alternatives



SMCEL-JPA Board Meeting

San Mateo 101 Express Lanes Equity Study

February 12, 2021

Agenda

1. Project Timeline
2. Equity Alternatives Development Process
3. Proposed Equity Alternatives
4. Next Steps

Project Timeline

We are here

Description	Summer 2020	Fall 2020	Winter 2020/2021	Spring 2021	Summer 2021
Baseline Conditions and Needs Assessment					
ESAC facilitation	★	★ ★	★ ★	★	
Literature review					
Define equity metrics					
Demographic and travel analysis					
Public engagement (phase I)					
Publish final needs assessment					
Equity Program Recommendation					
Draft & analyze 3-4 equity program alternatives					
Public engagement (phase II)					
Recommend preferred alternative					
Board review and approval					

Equity Alternatives Development Process

Desired Outcomes



Flexible and adaptive to changing needs and feedback.



Encourage mode shift to high-occupancy modes.



Strategies benefit underserved communities who live near or use the lanes.



Supports the Express Lanes benefits and goals (mobility, travel time, and reliability).



Program reflects input from historically marginalized communities.



Improve active transportation network adjacent to the corridor.



Strategies are replicable and could be expanded regionally.

Equity Program Funding

- The Pilot Equity Program will be funded with revenue from the SM 101 Express Lanes.
- Funding:
 - \$1 Million available in first year
 - \$600,000 annually in subsequent years

Community Feedback

Key takeaways from Phase 1 outreach:

Mobility challenges facing communities:

- Unreliable public transportation
- Cost of transportation
- Too much traffic

Equity program strategies suggested by the Community (partial list):

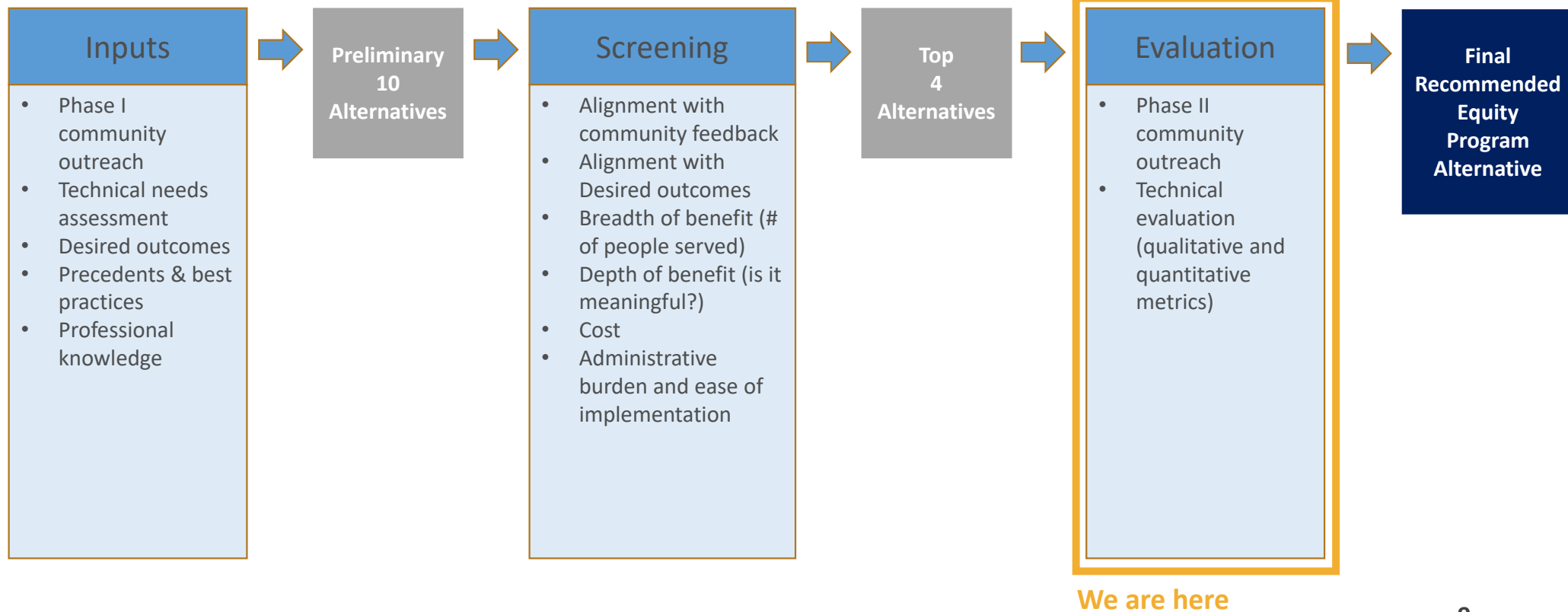
- Toll subsidies or other programs to help low-income drivers use the lanes
- More frequent and reliable public transportation
- Improved sidewalk and bicycle infrastructure
- Discounted or free transit passes
- Any program for individual benefits should be relatively easy to access

Alternatives Development Process

- **Goal:**

- Develop 3-4 Equity Program Alternatives that represent a broad array of feasible solutions.
- Evaluate the 3-4 Equity Program Alternatives.
 - Community engagement
 - Technical evaluation
- Select a final Equity Program Alternative for adoption and implementation.

Alternatives Development Process



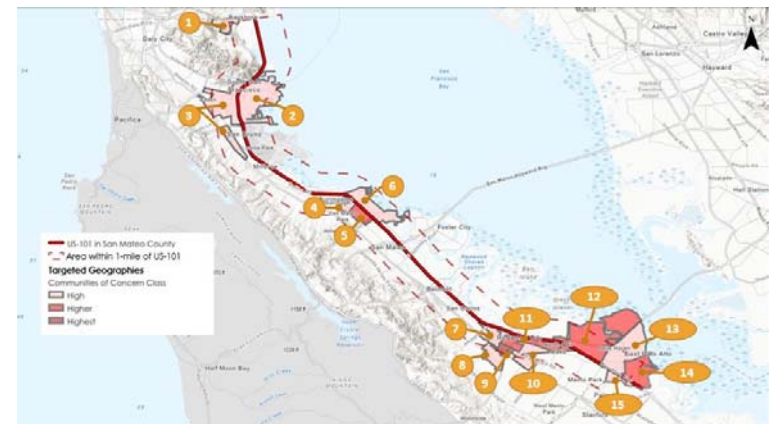
Alternatives Development Process

Ten preliminary alternatives:

1. Express Lane Strategies	2. Transit Strategies	3. Place-Based Investments
<p>Free or Reduced Tolls Monthly \$5 credit for qualifying households. <i>For consideration after MTC Toll Discount Pilot</i></p>	<p>Clipper Cash Benefit Offer a "Cash on clipper" benefit for qualifying households. <i>Advanced as Alternative #2</i></p>	<p>Bicycle / Ped / Transit Safety Improvements Implement bike and pedestrian safety treatments in target geographies. <i>Advanced as Alternative #3</i></p>
<p>Pre-loaded \$70 Toll Tags One-time benefit for qualifying households. <i>Advanced as Alternative #1</i></p>	<p>Subsidized Transit Passes Expand or continue Clipper START fare subsidy program. <i>Potential future implementation</i></p>	<p>Monthly Shared Mobility Credit Provide \$5 credit per month to qualifying households for Lyft/Uber subsidy or similar benefit. <i>Potential future implementation</i></p>
	<p>New Express Bus Service Fund new express bus service that connects target geographies to key destinations. <i>Potential future implementation</i></p>	<p>Carpool Rewards Program Provide carpool cash benefit for qualifying individuals. <i>Advanced as Alternative #4</i></p>
	<p>New Local Bus Expanded local bus service connecting target geographies to key destinations. <i>Potential future implementation</i></p>	<p>Bike Share Subsidy Expand Bay Wheels or similar bike share program into San Mateo County and provide subsidy/membership. <i>Potential future implementation</i></p>

Program Eligibility Assumptions

- Targeted Geographies
 - Place-based investments are focused on the 15 targeted geographies that were identified through the Phase 1 technical analysis.
- Eligible Population
 - For costing purposes, eligibility was based on 200% of the Federal Poverty Level (actual program eligibility requirements TBD).
 - San Mateo County residents earning less than 200% of the Federal Poverty Level:
 - 44,000 qualifying households
 - 127,000 qualifying individuals (all ages)
 - 80,000 qualifying individuals of working age (18-64)
 - ~17% countywide poverty rate



San Mateo Population, 2019

Total Population	761,000
Population Under 200% FPL (#)	127,000
Population Under 200% FPL (%)	17%
Total Households	263,500
Households Under 200% FPL (#)	44,000

Source: American Community Survey, 2019

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Proposed Equity Program Alternatives

Alternative #1: Express Lane Subsidy

Pre-loaded \$70 Toll Tags

- Bay Area FasTrak requires a \$50 minimum plus \$20 security deposit for new toll tags that are not linked to a credit card or bank account.
- Provide one-time benefit of a pre-loaded toll tags to qualifying households to cover the \$50 minimum and \$20 deposit. Those transponders could subsequently be reloaded at cash payment locations or households could link them to an online account.
- **Cost and Benefit:**
 - \$70 per user
 - Approximately 7,000 households per year could receive the benefit (20% of likely participants)

Assumptions:

- 38,720 qualifying households countywide*
- 80% participation rate = 30,976 households
- $30,976 \times \$70 = \2.2 Million annual cost

*Excludes households without a vehicle

Alternative #2: Transit Subsidy

Cash-On-Clipper Benefit

- Provide \$50 per year to eligible individuals as cash value on a Clipper Card for use on any regional transit service that accepts payment via Clipper.
- **Cost and Benefit:**
 - \$50 per user per year
 - Approximately 10,000 individuals per year could receive the benefit (20% of likely participants)

Assumptions:

- 127,000 qualifying individuals countywide*
- 40% participation rate = 50,800 individuals
- $101,600 \times \$50 = \2.5 Million annual cost

**Includes youth and seniors*

Alternative #3: Place-Based Improvements

Bicycle, Pedestrian, & Transit Safety Improvements

- Provide bicycle and pedestrian safety improvements within the 15 targeted geographies.
- Example improvements include new bike lanes, ADA ramps, new/modified traffic signals and intersection improvements.
- Implementation:
 - \$500,000 available annually for projects in target geographies
 - Communities could apply via a call-for-projects
- **Cost and Benefit:**
 - Per-unit costs for improvements vary from \$20,000 to \$1.3 Million

Alternative #4: Carpool Rewards Program

Carpool Rewards Program

- Provide carpool cash benefit (up to \$50 per year for qualifying individuals)
 - Example: Commute.org's Carpool Rewards program
- **Cost and Benefit:**
 - \$50 per year per user
 - Approximately 10,000 individuals per year could receive the benefit (100% of all likely participants)

Assumptions:

- 80,000 qualifying individuals countywide*
- 80% participation rate = 64,000 individuals
- 16% Carpool mode-share for low-income commuters = 10,240 individuals
- $10,240 \times \$50 = \$512,000$ annual cost

**Working population only (18-64)*

Next Steps

Next Steps

Selection of a Preferred Alternative

- Analyze the four alternatives against quantitative and qualitative metrics
- Solicit community and stakeholder input on the four alternatives
- Select a preferred alternative
- Preferred alternative to JPA Board: **April 2021**

Community + Stakeholder Engagement

- Phase II public outreach: **Feb-Mar 2021**
- ESAC meetings: **Feb, March, April**

Next Steps

Equity Program Implementation

- Define eligibility requirements
- Develop administrative costs
- Finalize cross-cutting recommendations
 - E.g., Equity Program Manager, Equity Program Advisory Committee, Strategic Investment Plan
- Equity program adoption: **May 2021**

Questions?