

San Mateo County Express Lanes Joint Powers Authority

Board of Directors Meeting Minutes

Meeting No. 61
March 7, 2025

This meeting of the SMCEL-JPA Board of Directors was held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public was able to participate in the meeting remotely via the Zoom platform or in person.

Board of Directors: Rico E. Medina (Chair), Michael Salazar (Vice Chair), Stacy Jimenez, Julia Mates, Adam Rak and Carlos Romero

1.0 CALL TO ORDER/ ROLL CALL

Chair Rico E. Medina called the meeting to order at 9:00 a.m. Roll call was taken.

AGENCY:	IN-PERSON:	ABSENT:	REMOTE AB 2449:	REMOTE Publicly Accessible Teleconference Location:
C/CAG	Stacy Jimenez			
C/CAG	Adam Rak			
C/CAG	Michael Salazar			
SMCTA	Carlos Romero			
SMCTA	Julia Mates			
SMCTA	Rico E. Medina			

Staff Present (In-Person):	Staff Present (Remote):
Sean Charpentier, Executive Council – C/CAG	Van Ocampo
April Chan, Executive Council – TA	Kim Wever
Mima Crume – Clerk of the Board	Jeff Lacap
Kaki Cheung – C/CAG	Ladi Millard-Olmeda
Peter Skinner – TA	
Kate Steiner – TA	Members of the Public (In-Person):
Lacy Vong – HNTB	Emily Beach
Sadie Palmatier – HNTB	
	Members of the Public (Remote):

2.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Note: Public comment is limited to two minutes per speaker. Members of the public who wish to address the Board should complete a speaker's slip to make a public comment in person or raise their hand in Zoom to speak virtually.

No public comments received.

3.0 APPROVAL OF CONSENT AGENDA

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

3.1 Approval of the minutes of Board of Directors regular business meeting No. 60 dated December 6, 2024. APPROVED

3.2 Acceptance of Statement of Revenues and Expenses for the Period Ending November 30, 2024. APPROVED

3.3 Acceptance of Statement of Revenues and Expenses for the Period Ending December 31, 2024. APPROVED

3.4 Acceptance of Statement of Revenues and Expenses for the Period Ending January 31, 2025. APPROVED

3.5 Review and Approval of Resolution SMCEL 25-01 authorizing an amendment with Samaritan House for the continuation of San Mateo 101 Express Lanes Community Transportation Benefits (CTB) Program administrative services through September 30, 2025, and increase the contract budget by up to \$162,000.

APPROVED

3.6 Review and approve Resolution SMCEL 25-02 authorizing the negotiation and execution of a service contract amendment with the California Highway Patrol (CHP) to increase the budget by \$880,325, for a new total not to exceed amount of \$2,013,234, until June 30, 2027. APPROVED

3.7 Review and Approval of Resolution SMCEL 25-03 authorizing an amendment to the Agreement with WSP USA Inc. to conduct an organizational assessment, increasing the contract by \$40,000 and extending services through June 30, 2025. APPROVED

3.8 Receive a quarterly update on the operations of the US 101 Express Lanes. INFORMATION

3.9 Receive an update on the US 101 Express Lanes Variable Rate Bond.

IIINFORMATION

Director Romero MOVED to approve the consent agenda items 3.1 to 3.9.
Director Salazar SECONDED. **MOTION CARRIED 5-0-1** (Director Rak Abstain 3.1)

4.0 REGULAR AGENDA

- 4.1 Receive an update on the Organizational Assessment for Express Lane Program Management and select a hiring agency for the Program Manager position.

APPROVED

Staff and consultant WSP USA provided an update on the Express Lanes Program organizational assessment and presented considerations for selecting a hiring agency for a new Program Manager position. WSP Senior Vice President Erica Dinsdale led the presentation, highlighting past Board direction, proposed duties of the new position, coordination expectations, cost and efficiency analysis, and organizational structure impacts.

Board discussion included:

- Clarification on duties and reporting relationships
- Implications of overhead and administrative costs
- Role of the Executive Council in managing the position
- Equitable workload distribution between TA and C/CAG
- Long-term program efficiency and alignment with agency missions

Board members discussed the pros and cons of having either the TA or C/CAG serve as the hiring agency. The consultant affirmed that either agency could successfully manage the hiring and management of staff, but offered a slight recommendation for C/CAG due to operational alignment and broader coordination potential.

No public comments made.

Director Romero MOVED to direct staff to proceed with C/CAG as the hiring agency for the Express Lanes Program Manager position. Director Salazar SECONDED. **MOTION CARRIED 4-2-0** (Chair Medina and Director Mates Oppose)

- 4.2 Review and approval of Resolution SMCEL 25-04 authorizing the Chair to execute an Agreement with Beam to develop and manage the software platform for the next generation Community Transportation Benefits Program and distribute the mobility cards to eligible individuals at an amount not to exceed \$851,401, establish a contingency in the amount of \$85,401 (10% of contract) for a total project budget of \$936,540, and authorize the Executive Council to execute future amendments in an amount not-to-exceed the appropriated contingency, covering the period of March 10, 2025 to June 30, 2030, with the option of extending services for five 1-year terms through 2035. APPROVED

Staff presented Resolution 25-04 authorizing the Chair to execute an agreement with Beam to develop and manage the software platform for the Next Generation Community Transportation Benefits Program and distribute mobility cards to eligible individuals. The contract amount is not to exceed \$851,401, with a contingency of \$85,139 (10%), for a total project budget of \$936,540. The agreement covers March 2025 through June 2030, with an option to extend services for five additional one-year terms through 2035. Staff also recommended authorizing the Executive Council to execute future amendments not to exceed the contingency amount.

Staff provided an overview of the program's evolution, key features of the new platform, and rationale for vendor selection following an RFP process. Beam was identified as the top-ranked proposer based on experience, cost-effectiveness, and ability to meet operational requirements.

Board members discussed:

- Contract structure and flexibility of multi-year extensions.
- Potential for cost savings through online enrollment versus in-person enrollment.
- Continued role of Samaritan House and core agencies for in-person enrollment.
- Concerns about technological access and user-friendliness.
- Equity considerations and potential benefits for participants eligible for Clipper START discounts.
- Implementation timeline and options for early termination with disentanglement provisions.

Staff clarified that:

- The contract includes one-time development, monthly software service fees, and per-card costs.
- Program evaluation explored multiple models, and Beam's proposal was the most cost-effective.
- Disentanglement and termination clauses are included in the contract, with no early termination allowed in year one.

No public comments were made.

Director Mates MOVED approve Resolution 25-04. Director Rak SECONDED.
MOTION CARRIED 4-2-0 (Chair Medina and Director Salazar Oppose)

5.0 REPORTS

- a) Chairperson Report.

No report.

- b) Member Communication.

None.

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

Mr. Charpentier reported that the current contract with HNTB as Program/Project Manager (PPM), in place since November 2019, will expire in November 2025. An RFP for a new contract will be issued in the spring.

Ms. Chan noted that the next Board meeting will include discussion of the upcoming budget and may be a longer meeting as budget season begins.

- d) Policy/Program Manager Report.

No report.

6.0 WRITTEN COMMUNICATIONS

None.

7.0 NEXT REGULAR MEETING

May 2, 2025

8.0 ADJOURNMENT – 11: 04 a.m.