

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

Meeting No. 60
December 6, 2024

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

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

1.0 CALL TO ORDER/ ROLL CALL

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

AGENCY:	IN-PERSON:	ABSENT:	REMOTE AB 2449:	REMOTE Publicly Accessible Teleconference Location:
C/CAG	Alicia Aguirre			
C/CAG	Michael Salazar			
C/CAG	Rich Hedges			
SMCTA	Carlos Romero			
SMCTA	Julia Mates			
SMCTA	Rico E. Medina			

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

2.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

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. 57 dated July 19, 2024. APPROVED
- 3.2 Approval of the minutes of Board of Directors regular business meeting No. 58 dated October 11, 2024. APPROVED
- 3.3 Acceptance of Statement of Revenues and Expenses for the FY2024 Period Ending June 30, 2024. APPROVED
- 3.4 Acceptance of Statement of Revenues and Expenses for the Period Ending July 31, 2024. APPROVED
- 3.5 Acceptance of Statement of Revenues and Expenses for the Period Ending August 31, 2024. APPROVED
- 3.6 Acceptance of Statement of Revenues and Expenses for the Period Ending September 30, 2024. APPROVED
- 3.7 Approval of the minutes of Board of Directors regular business meeting No. 59 dated November 8, 2024. APPROVED
- 3.8 Acceptance of Statement of Revenues and Expenses for the Period Ending October 31, 2024. APPROVED
- 3.9 Receive a quarterly update on the operations of the US 101 Express Lanes. INFORMATION

Vice Chair Salazar MOVED to approve the consent agenda items 3.1 to 3.9.
Director Hedges SECONDED. **MOTION CARRIED 6-0-0**

4.0 **REGULAR AGENDA**

- 4.1 Approve the selection of a Focused Organizational Model for Express Lane Program Management. APPROVED

Deputy Director Kaki Chung presented the recommendation for selecting an organizational model to improve the management of the Express Lanes Program. Staff proposed the "focus model," which maintains the current structure of shared responsibilities between C/CAG and TA while adding a dedicated Program Manager (PM) position.

The focus model aims to streamline oversight, reduce duplication of efforts, and

enhance external communication. The PM would attend regional meetings and serve as the primary point of contact, alleviating the workload for current staff. Staff requested Board approval to proceed with creating the job description and initiating recruitment.

Board members expressed concerns about the dual agency reporting structure and questioned the necessity of adding a new position. Suggestions included clarifying employment terms (contract vs. limited-term employee) and ensuring the new position's efficiency with the potential consideration of a trial period.

Director Hedges moved to implement the joint model by approving the hiring of a Program Manager (PM) position within the new structure, with staff tasked to draft and present the job description and reporting structure for Board approval before recruitment. Director Aguirre **MOTION CARRIED 5-1-0**

- 4.2 Accept and enter into the record the Annual Financial Report for the Fiscal Year ended June 30, 2024. **APPROVED**

The FY 2024 Annual Financial Report was presented, highlighting a significant improvement in the net financial position from a \$58.3 million deficit in FY 2023 to \$12 million in FY 2024. The report, prepared by the accounting team and audited by Eide Bailly, adhered to U.S. auditing standards and government auditing guidelines. Joe Escobar, Senior Manager at Eide Bailly, provided an overview of the audit scope and results, highlighting a clean, unmodified opinion with no significant deficiencies or misstatements.

Board members inquired about accrued interest and project loan proceeds, with staff providing clarifications on financial details and compliance with loan restrictions. Members noted the remaining funds from the \$100 million bond and requested staff to present options for appropriately utilizing those funds.

Director Romero MOVED to approve item 4.2. Director Hedges. **MOTION CARRIED 6-0-0**

- 4.3 Review and approval of the 2025 Calendar of SMCEL-JPA Board of Directors Meetings. **APPROVED**

The proposed 2025 meeting calendar was presented, featuring a shift to bimonthly meetings. Consecutive meetings in May and June were included to accommodate budget preparation and approval.

Director Aguirre MOVED to approve item 4.3. Director Romero Salazar. **MOTION CARRIED 6-0-0**

5.0 **REPORTS**

- a) Chairperson Report – None
- b) Member Communication.

Director Hedges shared plans to visit Los Angeles to explore the expanded light rail system, made possible by transportation sales taxes and federal funding. Highlights include the downtown pass-through, enabling seamless travel across the city, the new Crenshaw Line, and its airport connector.

c) Executive Council Report - Executive Council Verbal Report.

Mr. Charpentier expressed gratitude to the Board for a productive year and acknowledged the efforts of departing members Rich and Alicia, recognizing their significant contributions over the years.

He provided an update on the C/CAG Board appointments, noting the appointment of Stacey Jimenez from Foster City to the JPA Board and the anticipated interim appointment of Adam Rack. Due to a 40% electoral transition among C/CAG Board members, further appointments will be revisited after new council appointments in January.

Ms. Chan thanked Director Aguirre and Director Hedges for their service, highlighting Director Aguirre's dedication since the organization's formation and Director Hedges' contributions over the past year. She wished them well and noted she looks forward to continuing to work with Director Hedges on the Citizen Advisory Committee.

Ms. Chan invited everyone to the Hometown Holiday Festival in Redwood City December 7th, featuring the SamTrans holiday-wrapped bus in the parade (4:30–5:30 p.m.) and the Caltrain Holiday Train at Sequoia Station (6:15 p.m.). She encouraged attendance to celebrate the holidays and support public transit.

d) Policy/Program Manager Report – None.

6.0 **WRITTEN COMMUNICATIONS** – None.

7.0 **NEXT REGULAR MEETING** – February 7, 2025

8.0 **ADJOURNMENT** – 10:28 am