

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

Meeting No. 66  
December 5, 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 were able to participate in the meeting remotely via the Zoom platform or in person.

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

### 1.0 CALL TO ORDER/ ROLL CALL

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

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

<b>Staff Present (In-Person):</b>	<b>Staff Present (Remote):</b>
Sean Charpentier, Executive Council – C/CAG	Van Ocampo – C/CAG
April Chan, Executive Council – TA	
Mima Crume – Clerk of the Board	<b>Members of the Public (In-Person):</b>
Kaki Cheung – C/CAG	Ahmad Gharaibeh – Eide Bailly LLP
Peter Skinner – TA	
Kim Comstock – SMCEL-JPA	<b>Members of the Public (Remote):</b>
Annie To - TA	Ruta Jariwala – TJKM
Tim Fox – Legal Counsel	Praveena Samaleti – TJKM
Liz Justison – STV	
Eva Gaye – C/CAG	

### 2.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

*Note: Public comments are 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.*

Public comment: None.

### 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. 65 dated September 5, 2025. APPROVED
- 3.2 Accept Statement of Revenues and Expenses for the Period Ending June 30, 2025. APPROVED
- 3.3 Accept Statement of Sources and Uses for the Period Ending August 31, 2025. APPROVED
- 3.4 Accept Statement of Sources and Uses for the Period Ending September 30, 2025. APPROVED
- 3.5 Accept Quarterly Investment Report for SMCEL-JPA. APPROVED
- 3.6 Review and Approval of Resolution SMCEL 25-11 authorizing the Chair to ratify the Limited Notice to Proceed (LNTP) for Amendment No. 3 to the HNTB Policy/Program Management services agreement for a four-month extension with no additional budget requested. APPROVED
- 3.7 Receive a quarterly update on the US 101 Express Lanes operations for the first quarter of FY26. INFORMATION
- 3.8 Receive an update on the Variable Rate Bond. INFORMATION

Director Medina MOVED to approve the consent agenda items 3.1 and 3.8.  
Director Rak SECONDED. **MOTION CARRIED 5-0-0**

### 4.0 REGULAR AGENDA

- 4.1 Acceptance of the Annual Financial Report for the Fiscal Year Ended June 30, 2025. APPROVED

Staff (Annie To, Director of Accounting) presented the Annual Financial Report for Fiscal Year 2024–2025. The auditor from Eide Bailly LLP reported that the audit was completed successfully and that the Authority received a clean audit opinion. Staff noted that revenues have continued to increase year over year. Board members asked questions regarding revenue growth and audit procedures. The auditor explained that additional audit procedures were performed, including

a review of toll receivables, to ensure revenues were properly attributed to the correct fiscal year.

Public comment: None.

Vice Chair Romero **MOVED** to accept Item 4.1 the Annual Financial Report for Fiscal Year 2024–2025. Director Rak **SECONDED**. **MOTION CARRIED 5-0-0**

- 4.2 Review and approval of the 2026 Calendar of SMCEL-JPA Board of Directors Meetings and receive an update on Board Meeting Statistics. **APPROVED**

Staff (Kim Comstock, Program Director) introduced herself and presented the proposed 2026 Board of Directors meeting calendar, along with an overview of historical meeting attendance and quorum statistics. Staff reported that the Board has generally been successful in achieving quorum, with only a few instances of difficulty. Staff recommended continuing to hold regular meetings on the first Friday of each month at 9:00 a.m., with proposed meeting cancellations during holiday conflict months, including January and July, and noted a potential scheduling conflict in June due to graduation season. An alternative meeting date in mid-June was suggested for Board consideration.

Board members asked questions and provided comments regarding meeting flexibility, the ability to cancel meetings when no business is scheduled, and quorum requirements. Staff confirmed that meetings may be cancelled in advance if no action items are anticipated and noted that staff would return at a future meeting with an informational item regarding potential options for quorum requirements.

Public comment: None

Director Rak **MOVED** to approve Item 4.2. Vice Chair Romero **SECONDED**. **MOTION CARRIED 5-0-0**

- 4.3 Receive a presentation on the Draft 2025 Congestion Management Program (CMP) and the results of the U.S. 101 Express Lanes travel time runs. **INFORMATION**

Staff (Eva Gaye, C/CAG) presented the draft 2025 Congestion Management Program (CMP), including an overview of CMP requirements, performance metrics, and data collection methods. Staff reported that the CMP is updated biennially and evaluates roadway level of service, multimodal travel times, pedestrian and bicycle activity, and transit ridership. For the 2025 update, staff conducted travel time runs on both the general purpose and express lanes along US-101 and reported that express lane trips were approximately 20 percent faster during peak periods.

Board Discussion:

Board members asked questions and provided comments regarding the impact of express lanes on adjacent general purpose lanes, the availability of pre-pandemic

comparison data, greenhouse gas and vehicle miles traveled implications, and the methodology used for travel time analysis. Staff explained that floating car surveys were conducted to differentiate between express and general purpose lanes, noted limitations of available data, and indicated that additional longitudinal analysis will be possible as more data is collected in future CMP cycles. Questions regarding the timing of data collection and seasonal variation were also addressed.

Public comment: None.

## 5.0 **REPORTS**

### a) Chairperson Report –

The Chair reported no formal updates and congratulated staff on a successful year, noting positive progress and expressing appreciation for the team's hard work.

### b) Member Communication – None.

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

Sean Charpentier, Executive Council, thanked the Board and staff for their work throughout the year and noted that the audit results reflect the organization's continued progress and overall positive position. Holiday well wishes were extended to all.

April Chan, Executive Council, also extended holiday greetings to the Board and staff.

### d) Policy/Program Manager Report.

Kim Comstock, Program Director, reported that the GoCard equity program officially launched on November 17 as a soft launch. She noted that community-based organizations are currently being onboarded and trained on the new system and that the new platform, tools, and training materials are functioning as intended. She reported strong interest in the program and indicated that staff will return at a future meeting with participation data, program outcomes, and outreach opportunities. In response to a Board question, staff explained that documentation requirements for income eligibility are flexible and may include self-attestation when necessary.

Liz Justison, Project Manager with STV, reported that the team has assumed day-to-day express lanes operations, including customer escalations, corridor performance monitoring, and preparation of weekly operations and quarterly performance reports. She noted that staff are refreshing analytical tools and data visualization methods to improve system performance reporting and public transparency and welcomed Board feedback on future reporting formats.

Public comment: None.

6.0 **WRITTEN COMMUNICATIONS**

None.

7.0 **NEXT REGULAR MEETING**

February 6, 2026

8.0 **ADJOURNMENT** – 9:34 a.m.