

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

Meeting No. 35  
March 11, 2022

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

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## 1.0 CALL TO ORDER/ ROLL CALL

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

**Members Present:**

C/CAG Members:

Diane Papan, Alicia Aguirre, Maryann Moise Derwin

SMCTA Members:

Rico Medina, Emily Beach

**Members Absent:**

Don Horsley

**Staff Present:**

Sean Charpentier – Executive Council

Carter Mau – Executive Council

Mima Guilles – Clerk

Tim Fox – Legal Counsel

Van Ocampo – C/CAG staff supporting SMCEL-JPA

April Chan, Derek Hansel, Joe Hurley, Connie Mobley-Ritter, Grace Martinez, SMCTA staff supporting SMCEL-JPA

Samantha Soules, Lacy Vong, Matt Click, Christa Cassidy – HNTB

Other members of staff and the public were in attendance.

## 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.

Clerk of the Board Mima Crume 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 Review and approval of Resolution SCMEL 22-09 finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees. APPROVED

4.2 Approval of the minutes of Board of Directors regular business meeting No. 34 dated February 10, 2022. APPROVED

4.3 Accept the Sources and Uses of Funds for the FY22 Period Ending January 31, 2022. APPROVED

Director Aguirre MOVED to approve the consent agenda. Director Medina SECONDED. Roll call was taken. **MOTION CARRIED 5-0-0**

#### 5.0 REGULAR AGENDA

5.1 Receive a presentation providing an update on the operations of the US101 Express Lanes Southern Segment. INFORMATION

The Board received an update presentation on the operations of the US101 Express Lanes Southern Segment. On February 11<sup>th</sup>, 2022, the southern segment of the US 101 express lanes opened concurrently with the VTA's companion express lane project to the south. SMCEL-JPA staff have participated in daily and weekly operational meetings with BAIFA, BATA and their consultant team. The express lanes are currently in a ramp-up phase and performing well.

Director Aguirre asked if we are making it easier for people to get a transponder?

Matt Click said they're doing everything they can and will continue to push it through press release and announcements.

Director Aguirre asked if you need to physically get the transponder or can it be sent by mail.

Matt said they don't have to physically get it and it can be sent in the mail. And they can also purchase them at retail locations.

Director Beach commented that she assumed that she could upgrade her FastTrack rather than needing to purchase a separate one. She would like some clarity promoted that you would need to literally set up a new account.

Director Derwin asked if there were plans at some point to help Board members write op eds in their local papers.

Matt fully welcomes the idea if that is something that the Board would like to engage with. He will yield to Robert and his team.

- 5.2 Review and approval of Resolution SMCEL 22-10 authorizing the Chair to execute an Agreement with Conduent to provide preloaded FasTrak<sup>®</sup> transponders for the 101 Express Lanes Community Transportation Benefits Program for an amount not to exceed \$115,000 for an initial term of one year; and further authorize the Executive Council to make revisions to the Agreement as needed prior to execution, subject to approval by the SMCEL-JPA Legal Counsel; and further authorize the Executive Council to execute a future no-cost time extension to the Agreement for a period not to exceed 12 months, subject to approval by the SMCEL-JPA Legal Counsel. APROVED

Matt Click gave a brief overview on the execution of an Agreement with Conduent, the Bay Area Toll Authority's (BATA) service provider for the FasTrak<sup>®</sup> Toll Tag Retail Program, to provide preloaded FasTrak<sup>®</sup> transponders for the 101 Express Lanes Community Transportation Benefits Program.

Clerk of the Board Mima Crume reported that there were no public comments.

Director Derwin **MOVED** to approve the consent agenda. Director Beach **SECONDED**. Roll call was taken. **MOTION CARRIED 5-0-0**

- 5.3 Receive an update on the status of the \$100 million Project Loan for construction from the San Mateo County Transportation Authority to the San Mateo County Express Lanes Joint Powers Authority. INFORMATION

The Board received an update from Connie Mobley-Ritter on the status of the \$100 million Project Loan for construction from the San Mateo County Transportation Authority to the San Mateo County Express Lanes Joint Powers Authority.

Chair Papan asked if it would be advisable at some point to do an analysis and convert this to something that might be fixed if interest rates go up too much.

Connie said it's possible but our expectation when we set these loans in place is that we would have enough revenue first to pay it down quickly. And second, once the Express Lanes have enough of a history in revenue that they could in fact take out a fixed loan to pay all of this off.

Chair Papan asked what would be considered the threshold assuming that we could go to a fix, is it over the 2%?

Connie said yes, definitely over the 2% if we cross that line and have that expectation. But again, it's also the function of the market and how much revenue that we're able to produce in the Express Lanes.

Sean Charpentier said at some point in the future is the potential financing for other Express Lane projects, potentially the managed lanes North of I-380 or the managed lanes direct connector.

Director Beach thanked Derek and Connie for the presentation and to the whole finance team and all the advisors who made sure we were being really fiscally responsible when we took this loan. Her take away in this is that we're doing fine because we planned for 2% but the reality is things change and she's glad we built in some padding. It's really important that we're fiscally responsible as we need to leverage these resources.

## 6.0 REPORTS

a) Chairperson Report.

None.

b) Member Communication.

None.

c) Executive Council Report - Executive Council Verbal Report.

April Chan has reported out that Carter sends his apologies that he could not attend this meeting. He is dealing with an incident with supporting Caltrain because of an accident that had occurred. She has announced that this is Derek's last San Mateo County Express Lanes JPA Board meeting. He is moving onto the MTC side as CFO. She has thanked and recognized all the work he has done. He has brought his financial expertise to this organization, and for the San Mateo County Transit District, Caltrain and the Transportation Authority. Grace Martinez, who has been serving as a Deputy CFO, will be the acting CFO.

Sean has echoed the comments related to Derek and said that we wouldn't be here today without where we are talking about the actual counts and tolls without the efforts of him and his finance team. He's added that Derek has managed, cultivated, and lead a really phenomenal team. A legacy that will continue to benefit us here at the JPA and Countywide.

Matt reported out on the equity program, sort of go live and the implementation. They held a successful training on the 9<sup>th</sup> with Samaritan House. They had representation of all eight core agencies. They're extremely excited to have our partnership, the flexibility in the way we designed the program. Will be going live on the 21<sup>st</sup> instead of the 14<sup>th</sup>. The training has been done, all the accounting and reports have been setup. Waiting on two things, the transit cards from Clipper and the transponders which is related to what the Board has just taken action on.

Chair Papan asked who will be distributing the information and doing the public outreach to get people to Samaritan House and our other partners to sign up.

Matt said they will do a press release. And besides that, they are going start to rely on the current customer based that is already coming into those social service agencies.

Director Aguirre asked how do Samaritan House connect to other community organizations in different parts of the county that need this information.

Matt said that Samaritan House acts as sort of the centralized administrator clearing house for those core 8 agencies, which represent different parts of and communities inside of the county. He will investigate and get back with an answer.

Christa chimed in and said they did an extensive CBO outreach as part of the equity study early on. They will be doing a direct follow up with them to let them know about the program and giving them materials that they can use to include information about the program in their newsletters and in their communications to stakeholders. There will be a wait and see period for the first two months after the program has launched. There will be a marketing plan in place and ready to go depending on what the uptake will look like. They have a plan which includes things like a targeted Facebook campaign, other social media and outreach outdoor mailers, etc. A company service based in Berkeley has been doing translation for them.

d) Policy/Program Manager Report.

#### 7.0 WRITTEN COMMUNICATIONS

None.

#### 8.0 NEXT REGULAR MEETING

April 8, 2022

#### 9.0 ADJOURNMENT – 9:53 a.m.