AGENDA
Board of Directors Meeting
EOC Training Room Foster City
1040 East Hillsdale Blvd (building address)
610 Foster City Blvd (City Hall parking address)
Thursday, September 19, 2019, 8:00 – 9:30 AM

CALL TO ORDER
Roll Call 8:00 a.m.

PUBLIC COMMENT
-Informational

PRESENTATION
I. Caltrain Business Plan Update

CONSENT AGENDA
-Action 8:25 a.m.
A. Approval of June 20, 2019 Meeting Minutes

REGULAR AGENDA
1. Chair’s Report -Oral Report 8:35 a.m.
2. Appointment of Strategic Planning Steering Committee -Oral Report 8:40 a.m.
3. Appointments to Supervisory Committee -Action 8:50 a.m.
4. Appointment to Finance Committee -Action 8:55 a.m.
5. JPA Dissolution Formula Recommendation -Oral Report 9:00 a.m.

CORRESPONDENCE, NEWS & UPDATES
-Informational

ADJOURN
-Action 9:30 a.m.

Accessibility for Individuals with Disabilities
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Availability of Public Records
All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 400 Oyster Point Blvd, Suite 409, South San Francisco, CA 94080, at the same time that the public records are distributed or made available to the legislative body.
ROLL CALL

Board Members Present:
Clifford Lentz, City of Brisbane
Davina Hurt, City of Belmont
Emily Beach, City of Burlingame
Rae Gonzalez, Town of Colma
Pamela DiGiovanni, City of Daly City
Carlos Romero, City of East Palo Alto
Richa Awasthi, City of Foster City
Robert Brownstone, City of Half Moon Bay
Shawn Christianson, Town of Hillsborough
Reuben Holober, City of Millbrae
Rico Medina, City of San Bruno
Sara McDowell, City of San Carlos
David Canepa, County of San Mateo

Supervisory Committee Members Present:
John Hoang, C/CAG
Maria Saguisag-Sid, City of Brisbane
Christian Hammack, City of Redwood City

Guests:
Mikaela Hiatt, C/CAG
Vanessa Brannon, City of Foster City
Marlene Subhashini, City of Foster City
Angela Dai, Analysis Group
Vivian Fei, Edmodo
Avana Andrade, San Mateo County Office of Sustainability
Jessica Epstein, San Mateo County Transportation District
Joel Slavit, San Mateo County Transportation Authority
San Mateo County Resident

Staff in Attendance:
John Ford, Executive Director
Mary Thomasmeyer, Commuter Programs Representative
Richard Fontela, Shuttle Programs Coordinator
Maria Timofeyeva, Shuttle Program Administrator
Cary Tipton, Employer Programs Representative
Rebecca Roberts, Employer Programs Representative
Betsy Juarez, Office Administrator
Parin Patel, AmeriCorps Fellow

Joan Cassman, Agency Attorney
The June 20, 2019 meeting of the Commute.org Board of Directors was called to order at 8:10 a.m. by Board Chair, Cliff Lentz.

CONSENT AGENDA

1. Minutes: April 18, 2019
2. Acceptance of Financial Statements: April 2019
3. Acceptance of Funding Agreement with C/CAG for Countywide Voluntary Trip Reduction
4. Acceptance of Funding Agreement with C/CAG for Transportation Fund for Clean Air
5. MOU for Climate Corps AmeriCorps Fellow Program for FY 2019-2020

It was moved by Ms. Christianson, seconded by Mr. Canepa and unanimously passed to approve items one and five, and accept item two, three and four on the consent agenda.

1. 2019 BIKE TO WORK DAY REPORT AND BCOY PRESENTATION

Ms. Thomasmeyer, Commute Programs Representative for Commute.org, reported on Bike to Work Day.

Ms. Thomasmeyer stated that all nine Bay Area counties participated in the 2019 Bike to Work Day. Commute.org coordinated 58 Energizer Stations in San Mateo County. Over 13,000 cyclists were counted as they rode by Energizer Stations in San Mateo County on the morning of May 9th. The Commute.org staff was able to reach all parts of the county to thank the volunteers that were out supporting bicyclists.

Every year, commuters in the Bay Area are asked to nominate a Bike Commuter of the Year (BCOY) for their county. Ms. Thomasmeyer announced that the 2019 Bike Commuter of the Year in San Mateo County was Ms. Avana Andrade. As a strong advocate for bike safety, she helps her coworkers start biking to work by offering advice and teaching them things like how to fix a flat tire. Ms. Andrade was introduced and received congratulations from the board and attendees. Ms. Andrade thanked the Board and stated that she considers riding her bike a privilege in this area because she lives close enough to work to do so, a less common situation in today’s tough housing market.

2. 2019 COMMUTER CHALLENGE REPORT AND PRIZE AWARDS

Ms. Juarez, Commute.org’s Office Administrator, reported on the results of the 2019 Commuter Challenge, which ran from April 1st thru May 31st.

Commute.org administered the annual commuter-focused campaign to encourage those who commute to, from, or through San Mateo County to use commuter alternatives other than driving alone. Commuters were asked to register and log their sustainable commute trips on the STAR (my.commute.org) platform where they view and manage their personal stats, such as money saved, CO2 saved, and miles traveled. Each week, winners were randomly selected and were awarded various prizes that included: Disneyland Park one-day passes, Amazon Kindle, Fitbit Charge 3, Tango Gift Card, Clipper Card, Wallet ninja, and Echo Dots. The five Grand Prizes were a folding bicycle, $300 Clipper Card, $300 Tango Gift Card, Nintendo Switch and Beats Solo headphones.

Ms. Juarez stated that this year has been the most successful challenge in terms of participation. There was a 45% increase in commuter participation this year compared to the previous year, with over 850 new commuters joining this year’s Commuter Challenge. Ms. Juarez shared the 2019 campaign’s dashboard statistics that were captured through the STAR platform: 2,735 participants registered, over
439 tons of emissions saved, almost 2 million miles traveled, more than 5 million calories burned, and over 101,000 green trips were documented.

Two grand prize winners attended the Board meeting for a special presentation to receive their prizes. Ms. Vivian Fei from San Francisco won the folding bicycle and Ms. Angela Dai from Menlo Park won the $300 Clipper card. Ms. Fei and Ms. Dai are transit riders who commute to their workplace using Caltrain. Ms. Fei and Ms. Dai thanked the Board and Commute.org staff for their prizes.

Chair Lentz thanked the Commute.org staff for another successful campaign.

3. TA STRATEGIC PLAN & MOBILITY ACTION PLAN PRESENTATION


MAP is a regional, multi-agency effort to move more people with fewer cars on the US-101 corridor in San Francisco, San Mateo, and Santa Clara counties. The study is looking at how people travel along the US-101 today, the mobility barriers they experience and how they might travel in the future. Some items discussed included:

- Unpredictability of travel times on the US-101
- Accessibility to jobs and other places worsening due to traffic congestion
- Statistics on single-occupant travel on the US-101
- Mobility challenges across all income levels

In 2018, the voters approved Measure A, a half-cent sales tax for transportation in San Mateo County. The TA will manage fifty percent of the measure. Currently, the agency is determining how to best evaluate projects so that those of greatest merit are priorities for future funding through the development of its 2020-2024 Strategic Plan. Ms. Epstein discussed Measure A projects and Measure W categories, how they compare, and gave an overview of the strategic plan’s key elements.

4. CHAIR’S REPORT

Chair Lentz presented an oral report to the Board.

Chair Lentz announced to the Board that there are openings on the Supervisory Committee for two members. The positions are open to a City Manager or his/her designee from any of the member cities, towns, or county, or a representative from a private company, transit agency, or other interested constituent. He requested that any non-represented city interested in having a representative contact Supervisory Committee Chair, Mr. John Hoang, or Mr. Ford.

Mr. Lentz advised the Board that requests for feedback on the performance of the Executive Director will be sent to Board members over the summer. Mr. Ford’s performance evaluation will be on the September 2019 agenda.

Ms. Beach reminded the Board that TA and C/CAG have voted to authorize the Bay Area Infrastructure Financing Authority (BAIFA) to operate the San Mateo US 101 Express Lanes facility. The two organizations have formed a Joint Powers Authority (JPA), known as the San Mateo County Express Lanes Joint Powers Authority, that will retain ownership and make policy decisions.

5. REVIEW AND APPROVAL OF FY 2019-2020 WORK PLAN AND BUDGET

Mr. Ford presented the proposed Budget and Work Plan for the upcoming fiscal year to the Board for
review and approval. The Work Plan guides the agency on a program of work for the fiscal year and is reviewed for approval on an annual basis. The Work Plan is also used to generate the Scope of Work documents that are presented to the agencies that provide grant funding to the agency. A copy of the Proposed Budget and a copy of the draft Work Plan was given to each Board member.

The Finance Committee provided recommendations and modifications to the proposed budget. The Supervisory Committee has also reviewed the proposed budget and contributed to the Work Plan document and presentation. On the recommendation of the Finance Committee, the proposed budget includes a 4% Cost of Living Adjustment (COLA) for all agency staff. The ABAG Bay Area consumer price index calculations for April are used to calculate the annual rate for the agency’s COLA percentage.

*It was moved by Mr. Holober, seconded by Ms. DiGiovanni, and unanimously passed to approve the FY 2019/2020 Work Plan and Budget.*

6. CERBT PROGRAM REPORT

Mr. Ford presented a report on the California Employer’s Retiree Benefit Trust (CERBT) program. The agency joined the CERBT in June 2013 to pre-fund the agency’s Other Post-Employment Benefits (OPEB) costs.

To date, Commute.org Board has contributed $89,334 to the CERBT fund. The amount does not include the current fiscal year’s ARC (Annual Required Contribution) of $14,808 that will be deposited by June 27.

The Board elected to use CERBT’s Strategy 2 Asset Allocation investment portfolio. The most recent fact sheet for Strategy 2 was included in the Board packet.

Mr. Ford stated that the agency has funded 100% of the current annual required contribution levels and that the investment was made at a good time and the portfolio is doing well with the rate of return. Mr. Ford informed the Board that the contribution was included in the FY 18/19 budget.

Commute.org’s investment information as of June 10, 2019 is shown below:

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Contributions</td>
<td>$ 89,334</td>
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<tr>
<td>Investment Earnings</td>
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<td>Admin Expense</td>
<td>$(326)</td>
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<tr>
<td>Current Balance</td>
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</tbody>
</table>

7. SHUTTLE PROGRAM REPORT

Mr. Ford presented a report on Commute.org’s shuttle operations and activities since the previous report in April.

Mr. Ford informed the Board that funding and operating agreements for the new fiscal year between Commute.org and JPB are being finalized.

Mr. Ford notified the Board that there continues to be ongoing service issues with the shuttle vendor due to a shortage of drivers. The shuttle vendor has aggressively recruited bus operators; consequently, DNOs have been reduced to 17 DNOs in May and 19 DNOs in June, as compared to above 50 in the previous six months.
Mr. Ford informed the Board that Commute.org is on its final year of the 5-year agreement with the current shuttle vendor, MV Transportation. The current contract expires on June 30, 2020; however, the contract does allow for extensions. The Board will be presented with options to extend or solicit a new contract via an RFP at an upcoming meeting.

8. ADJOURNMENT

The meeting was adjourned at 9:42 a.m. by Chair Lentz.

Respectfully submitted,

Betsy Juarez
CLERK OF THE BOARD
Board of Directors Agenda Item #1

DATE: September 19, 2019

TO: Commute.org Board of Directors

FR: John Ford, Executive Director

SUBJ: Board Chair’s Report

INTRODUCTION

Board Chair Cliff Lentz will present an oral report to the board. Chair Lentz’s report includes the following:

1. Nominations and election of the chair and vice chair will be conducted at the November 21, 2019 board meeting. Both positions have two-year terms.

2. Due to a logistical issue, the requests for feedback on the performance of the Executive Director did not go out over the summer; therefore, they will be sent to board members this fall. Mr. Ford’s performance evaluation will be on the November 2019 agenda.

3. Update on the San Mateo 101 Express Lanes project.
Board of Directors Agenda Item #2

DATE: September 19, 2019

TO: Commute.org Board of Directors

FR: John Ford, Executive Director

SUBJ: Appointment of Ad Hoc Strategic Planning Steering Committee

Chair Lentz advises that he will appoint up to five members of the Board to serve on an ad hoc Strategic Planning Steering Committee. The committee will meet several times during the current fiscal year to provide additional guidance to staff as they embark on the strategic plan update project. The first meeting of the ad hoc committee will take place in early October. The group will report out at the regularly scheduled meetings of the Board of Directors.
September 9, 2019

John Ford, Executive Director
Commute.org
400 Oyster Point Blvd, Suite 409
South San Francisco, CA 94080

Dear John:

The City of San Mateo greatly appreciates being a part of the Supervisory Committee and having a role in helping shape the important work of Commute.org. The City requests that the Commute.org Board consider appointing Sue-Ellen, Atkinson, Principal Transportation Planner to the Commute.org Supervisory Committee to take the place of current appointee, Kathy Kleinbaum, Assistant City Manager. Kathy needs to step down from the Committee due to other work commitments.

Sue-Ellen’s current role as Principal Transportation Planner for the City encompasses management of the City’s parking operations and transportation planning projects. This includes the Downtown Parking Technology project, Bicycle Master Plan Update, bike and pedestrian planning, parking policy, and Transportation Demand Management (TDM) policy. Previously, she worked in transportation consulting, supported Stanford University’s TDM program, and worked in transportation related roles for the cities of San Francisco and Palo Alto. Sue-Ellen has a Bachelor of Science in Engineering from Duke University and a Masters in Urban and Regional Planning from San Jose State University.

The City believes that Sue-Ellen will be an excellent fit for the Supervisory Committee given her role in our City. We hope that our request will be approved.

Sincerely,

Drew Corbett
City Manager
October 11, 2019

John Ford, Executive Director
Commute.org (Peninsula Traffic Congestion Relief Alliance)
400 Oyster Point Blvd., Suite 409
South San Francisco, CA 94080

Re: Nomination for Supervisory Committee Membership, Brisbane

Dear Mr. Ford,

The City of Brisbane proposes nominating Justin Yuen, Assistant Engineer in the Public Works Department, to serve on the Supervisory Committee of Commute.org. Mr. Yuen is involved in transportation-related infrastructure projects on a daily basis and serves as a staff liaison to the City’s citizen advisory committee on issues regarding active transportation and transit in Brisbane.

In San Mateo County and in the greater region, there is a need to provide users of the transportation network with a range of reliable, convenient, and sustainable modes that enhance livability and reduce our environmental impact. Mr. Yuen’s role in transportation engineering and planning supports this common interest shared by both the City and Commute.org. His knowledge of and interest in transportation system operations and programs would make him a valuable addition to the Supervisory Committee.

Thank you very much for your consideration.

Sincerely,

Clayton L. Holstine
City Manager
September 4, 2019

Board of Directors
Commute.org
400 Oyster Point Blvd, Suite 409
So. San Francisco, CA 94080

RE: Commute.org Supervisory Committee Formal Nomination of Nicole Scott

Dear Board Members:

It is with great pleasure that I nominate Nicole Scott as the City of San Carlos City Manager Designee for consideration for the Commute.org Supervisory Committee.

Nicole has held her role as City of San Carlos Senior Management Analyst in the City Manager’s Office for the past year and previously held the position of Management Analyst in our Public Works Engineering Department. Her experience working on the San Carlos Commuter Shuttle Program, citywide sustainability initiatives, and various parking programs and policies provides a perspective on San Mateo County transportation and community outreach initiatives that would be valuable to this committee.

Nicole’s vision for sustainable communities aligns with Commute.org’s mission to reduce the number of single-occupancy vehicles traveling to, from and through San Mateo County. I am confident that Nicole’s experience working in San Carlos has prepared her well for this role on the Commute.org Supervisory Committee.

Regards,

Jeff Maltbie, City Manager
September 12, 2019

Mr. John Ford
Executive Director, Commute.org
400 Oyster Point Blvd, Suite 409
South San Francisco, CA 94080

Dear Mr. Ford,

The County of San Mateo nominates Jessica Stanfill Mullin to serve on the Supervisory Committee of Commute.org. Jessica is the Sustainability Program Manager for the Livable Communities programs in the Office of Sustainability overseeing the County's Commute Alternatives Program for our employees, active transportation programs, and managing the Home for All initiative.

Addressing the nexus between housing, transportation and economic development is of great importance for San Mateo County. Due to her experience and understanding of this complex relationship, Jessica is suited to work with Commute.org on behalf of the County of San Mateo to collaborate on initiatives to reduce regional traffic congestion and promote multiple commute options for residents and the workforce, resulting in improved air quality and the health and wellbeing of everyone in our community.

Sincerely,

Michael Callagy
County Manager
Chair Lentz advises that four candidates have been recommended by their respective agencies to serve on the Commute.org Supervisory Committee. According to our bylaws, appointees to the Supervisory Committee shall be appointed to three (3) year terms and may be reappointed at the conclusion of each term. Upon a vacancy, the JPA members shall be informed and applications for membership on the committee will be accepted and submitted to the Board for appointment.

Mr. Ford contacted all city/town/county managers in June asking them to submit nominations for the two open positions. Additionally, the city managers of two existing committee members, Maria Saguisag-Sid (formerly of City of Brisbane) and Kathy Kleinbaum (City of San Mateo) nominated replacements to fill out the existing terms.

In appointing the members of the Supervisory Committee, the Board attempts to achieve appropriate geographic and regional representation from among the members. The Supervisory Committee is limited to no more than nine (9) members at any one time.

The following candidates seek appointment to the Supervisory Committee (term shown in parentheses):

- Nicole Scott, Senior Management Analyst, City of San Carlos (new term: April 2023)
- Jessica Stanfill Mullin, County of San Mateo (new term: April 2023)
- Justin Yuen, Assistant Engineer, City of Brisbane (April 2022)
- Sue-Ellen Atkinson, Principal Transportation Planner, City of San Mateo (April 2021)
Chair Lentz advises that Maria Saguisag-Sid’s departure from the Supervisory Committee leaves an opening on the Finance Committee for a member of the Supervisory Committee. The Finance Committee is comprised of three (3) elected-official appointees from the Board or JPA members and two (2) appointees from the Supervisory Committee.

Current members of the Finance Committee:

- Board: Richard Garbarino, City of South San Francisco
- Board: Rick Bonilla, City of San Mateo
- JPA: Mark Olbert, City of San Carlos
- Supervisory Committee: John Hoang, C/CAG
- Supervisory Committee: Open

Mr. Ford discussed the opening with the members of the Supervisory Committee at their meeting on September 3, 2019. Mr. Dante Hall, Assistant City Manager for the City of Foster City and member of the Supervisory Committee since September 2016, expressed interest in the appointment.
Board of Directors Agenda Item #5

DATE: September 19, 2019

TO: Commute.org Board of Directors

FR: John Ford, Executive Director

SUBJ: JPA Dissolution Formula

INTRODUCTION

Following the board’s discussion at the April 18, 2019 meeting of AB 1912 and its implications for Commute.org, Chair Lentz asked the Finance Committee to research the issue and come back with a recommendation for the board to consider.

The intent of AB 1912 is to protect current and former employees of JPAs by requiring member agencies to be liable for the pension obligations of that JPA. The bill does not require member agencies to take on this debt unless and until the member agencies elect to terminate the JPA. If the JPA’s agreement with CalPERS terminates or the JPA dissolves, the bill requires apportionment of retirement liability among the JPA member agencies. The member agencies can choose to enter into an agreement about the proportional allocations of the JPA’s pension liability. If the JPA was dissolved and the member agencies did not have a pre-adopted allocation formula, then CalPERS can impose one.

RECOMMENDATION

The Finance Committee discussed this issue at its meetings on June 3, 2019 and August 26, 2019. Mr. Ford reached out to CalPERS for their input. He also looked for actions taken by other JPA’s that could serve as a guide. CalPERS was unable to provide guidance, and nothing turned up in the search for other JPA’s that proactively adopted a dissolution formula. The committee reviewed the JPA membership structure and service provisioning model and did not identify a recommendable dissolution formula.

The committee also discussed the possibility that the Governmental Accounting Standards Board (GASB) might weigh in on the issue in the future and recommend or require a specific formula.

The Finance Committee voted unanimously at their August 26, 2019 meeting to recommend to the board that they NOT adopt a dissolution formula at this time.
Board of Directors Agenda Item #6

DATE: September 19, 2019

TO: Commute.org Board of Directors

FR: John Ford, Executive Director

SUBJ: Commuter Programs Report

INTRODUCTION

Staff presentation to the board highlighting activities of the Commuter Programs team.

BACKGROUND

Kim Comstock, Commuter Programs Manager, will present a report on recent and upcoming activities including:

1. Introduction of Cecily Foote, new Climate Corps Fellow
2. Carpool 2.0 Program results thru July 31
3. Midweek Carpool Challenge
4. Fall marketing campaign
Board of Directors Agenda Item #7

DATE: September 19, 2019

TO: Commute.org Board of Directors

FR: John Ford, Executive Director

SUBJ: Shuttle Program Report

INTRODUCTION

Mr. Ford will provide a summary of agency activities and updates on Commute.org’s shuttle program since the last Board meeting including the following:

The report will include:

1. Final ridership statistics from FY18/19
2. August 2019 ridership statistics
3. Update on vendor staffing issues
4. Letter of intent to exercise two one-year option terms in MV contract
INTRODUCTION

Chair Lentz advises that Mr. Ford will provide a summary of agency activities and updates on programs since the last board meeting including the following:

1. San Mateo Rail Corridor TMA – management role
2. Office lease extension process
3. FY 2018/2019 audit underway
4. Micromobility data gathering project underway
5. Regional TDM discussions