M I N U T E S

COMMUTE.ORG
BOARD OF DIRECTORS
Edward J. Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue
November 21, 2019

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, City of Hillsborough
Reuben Holober, City of Millbrae
Mike O’Neill, City of Pacifica
Giselle Hale, City of Redwood City
Rico Medina, City of San Bruno
Sara McDowell, City of San Carlos
Rick Bonilla, City of San Mateo
David Canepa, San Mateo County

Supervisory Committee

Members Present:
Justin Yuen, City of Brisbane
Nicole Scott, City of San Carlos
Christy Wegener, San Mateo County Transit District

Guests:
Nancy Shepherd, Manzanita Works
Mila Zelkha, Manzanita Works
Jessica Epstein, San Mateo County Transit District
San Mateo County Resident

Staff in Attendance:
John Ford, Executive Director
Kim Comstock, Commuter Programs Manager
Mary Thomasmeyer, Commuter Programs Representative
Maria Timofeyeva, Shuttle Program Administrator
Cary Tipton, Employer Programs Representative
Rebecca Roberts, Employer Programs Representative
Betsy Juarez, Office Administrator
Cecily Foote, AmeriCorps Fellow

Catherine Groves, Attorney
The November 19, 2019 meeting of the Commute.org Board of Directors was called to order at 8:10 a.m. by Board Chair, Cliff Lentz.

PUBLIC COMMENT

Public comment was given by Nancy Shepherd, Operations Officer for Manzanita Works, and Mila Zelkha, Executive Advisory for Manzanita Works. Ms. Shepherd provided a summary on the transportation discussions at the Manzanita Talks. Ms. Zelkha stated that Manzanita Works would like to partner with Commute.org and will present a formal proposal at the February Board meeting.

CONSENT AGENDA

1. Minutes: September 19, 2019
2. Acceptance of Financial Statements: September 2019

It was moved by Mr. David Canepa, seconded by Mr. Rick Bonilla and unanimously passed to approve item one and accept item two on the consent agenda.

1. REIMAGINE SAMTRANS PRESENTATION

Ms. Christy Wegener, Director of Planning for San Mateo County Transit District, presented on the Reimagine SamTrans project.

The Reimagine SamTrans project is a comprehensive operational analysis (COA). It is an in-depth study of the transit network to help identify the strengths and challenges in the current system to improve bus service. With the passage of Measure W, there is an opportunity to transform the system into a stronger, more reliable transportation system to better address the mobility needs of those who live and work in San Mateo County. Reimagine SamTrans seeks to:

- Improve the experience for existing SamTrans customers
- Grow new and more frequent ridership on SamTrans
- Build SamTrans efficiency and effectiveness as a mobility provider

SamTrans is building towards a new service policy framework. The new service policy will help determine how to allocate limited resources.

Reimagine SamTrans launched in July 2019 and will require about 18 months to complete.

2. CHAIR’S REPORT

Chair Lentz presented an oral report to the Board.

Chair Lentz announced to the Board that the first Ad Hoc Strategic Plan Steering Committee meeting was held on October 9, 2019. The second meeting is scheduled for the evening of December 11, 2019. An outside facilitator is being considered to provide assistance and guidance for the Strategic Plan update project.

Chair Lentz stated that Commute.org is working with San Mateo County employers to have them comply with the Bay Area Commuter Benefits Program. The program applies to Bay Area employers with 50 or more full-time employees.
3. ELECTION OF CHAIR AND VICE CHAIR

The agency elects a Chair and Vice Chair every two years; however, due to the retirement of the previous Board Chair, the current Chair and Vice Chair were elected to their positions in November 2018. This election will be for a new two-year term that will run through November 2021.

The Chair presides at all meetings of the Board and exercises and performs such other duties and powers as may, from time to time, be assigned by the Board. The Vice Chair performs the duties of the Chair in the absence or incapacity of the Chair. The Vice Chair shall also perform such other duties as may, from time to time, be assigned by the Board.

The Executive Director has received notification from the current Chair, Mr. Cliff Lentz, of his interest in serving as Board Chair for another term.

*It was moved by Ms. Emily Beach, seconded by Mr. Rico Medina, and passed unanimously to approve Mr. Cliff Lentz as Board Chair for Commute.org.*

The Executive Director has received notification from the Vice Chair, Ms. Emily Beach, of her interest in serving as the Vice Chair for another term.

*It was moved by Ms. Carlos Romero, seconded by Ms. Sara McDowell, and passed unanimously to approve Ms. Emily Beach as Vice Chair for Commute.org.*

4. AUDITED FINANCIAL REPORTS: FY2018-2019

Mr. Ford presented to the Board for acceptance the audited financial statements for the fiscal year ended June 30, 2019 as prepared for Commute.org by Maze & Associates with assistance from staff from the City of San Carlos.

Copies of Commute.org’s audited financial statements for the fiscal year ended June 30, 2019 were distributed to Board members at the meeting. Any member that was unable to attend the meeting may request a copy and it will be mailed to them. The document is available for inspection by the public at the Commute.org office and is posted online for review. The Finance Committee reviewed the documents at their meeting on October 28, 2019 and voted unanimously to recommend acceptance.

*It was moved by Ms. Giselle Hale and seconded by Mr. Rick Bonilla to approve the Alliance’s Basic Financial Statements for the fiscal year ended June 30, 2019.*

5. COMMUTER PROGRAMS REPORT

Ms. Kim Comstock, Commute.org’s Commuter Programs Manager, presented to the Board highlighting activities of the commuter programs team.

Commute.org conducted a Mid-week Carpool Challenge, which ran from September 1st thru October 31st. Commuters who carpooled on Tuesdays, Wednesdays or Thursdays to and/or from San Mateo County using Scoop or Waze Carpool earned a chance to win a $900 vacation package. Ms. Comstock shared the Mid-week Carpool Challenge dashboard statistics that were captured through the STAR platform: 833 carpoolers registered, 18,318 one-way trips completed, 84 tons of emissions saved, 412,788 miles traveled, and over $116,000 total commute savings accrued. The grand prize winner was Kitty H. from South San Francisco.
Ms. Comstock shared the preliminary results of the Carpool 2.0 program through October 2019. The program incentivizes all forms of carpooling, from sharing rides with co-workers or peers to finding carpool partners through popular apps. Ms. Comstock shared the Carpool 2.0 program results statistics that were captured through the STAR platform: 1,767 rewarded users, 177,449 one-way trips completed, 3.8 million miles reported, and $144,100 rewarded. The program funds are set to expire at the end of 2019.

A continuation of the Carpool 2.0 Program is set to launch in 2020 to continue offering carpoolers a chance to earn up to $100 in rewards. Quarterly prize drawings will be conducted throughout 2020 to encourage commuters to continue carpooling once they have maximized their carpool rewards earnings.

The STAR platform allows commuters to earn points by logging their sustainable commutes. Points can be redeemed for rewards or a $10 donation to a nonprofit available through Tango, an e-gift card provider. Over 1,300 commuters have been rewarded through the STAR Store this year.

6. SHUTTLE PROGRAM REPORT

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

Mr. Ford reported that, although there continues to be ongoing service issue with the shuttle vendor due to a shortage of drivers, conditions seem to be improving with only 6 DNOs reported in the month of October.

Mr. Ford informed the Board that shuttle routes will be shifted to the Belmont Caltrain Station during the six-month Hillsdale station closure starting late Spring.

Mr. Ford stated that a new Shuttle Call for Projects is underway, and applications are due in February 2020. The current funding cycle will end on June 30, 2020.

A letter of intent to exercise the option for a two-year extension was sent in September to the current shuttle vendor, MV Transportation. The original five-year period expires on June 30, 2020.

7. EXECUTIVE DIRECTOR’S REPORT

Mr. Ford informed the Board of a ballot measure that would raise up to $100 billion over 40 years for transportation projects in the Bay Area through a one-cent sales tax hike. FASTER Bay Area is a proposed November 2020 ballot measure by a group of business, government, and transportation leaders.

Next summer, Caltrans will demolish and rebuild a segment of the deck of Highway 101 at Alemany Circle, just north of the interchange with I-280.

Mr. Ford informed the Board that Commute.org will be hosting the 2020 Employer Symposium on March 11, 2020 and the theme will revolve around the influence of transportation on people’s health.
8. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS & PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Chair Lentz announced the reasons for the Closed Session (Government Code Section 54956, Property Location: 400 Oyster Point Blvd, Suite 409, South San Francisco, CA 94080 and Government Code Section 54957, Position: Executive Director) and the Board convened in closed session to discuss the lease of real property to grant its negotiator authority regarding the price and terms of payment for the property. In addition, the Board convened in closed session to discuss a public employee performance evaluation of the Executive Director.

9. ADJOURNMENT

The meeting was adjourned at 9:41 a.m. by Chair Lentz.

Respectfully submitted,

Betsy Juarez
CLERK OF THE BOARD