The February 20, 2020 meeting of the Commute.org Board of Directors was called to order at 8:08 a.m. by Board Chair, Cliff Lentz.
CONSENT AGENDA

1. Minutes: November 21, 2019
2. Acceptance of Financial Statements: December 2019

*It was moved by Ms. Christianson, seconded by Ms. Hurt and unanimously passed to approve item one and accept item two on the consent agenda.*

1. PRESENTATION: US 101 ALEMANY PROJECT

Cheryl Chambers, District Deputy Director of External Affairs for Caltrans, gave a presentation regarding the freeway project referred to as the US 101 Deck Replacement at San Francisco Alemany Circle. The project is scheduled from July 7-28, 2020 and will have a significant impact on travel and transportation on the peninsula.

Ms. Chambers presented a video to the Board that explained the details of the project.

Mr. Canepa inquired on how Caltrans decided on the dates for the project. Ms. Chambers clarified that most schools will be out of session and people tend to take vacations during the time of the project, which should result in fewer cars on the road.

Ms. Christianson recommended sending vital information regarding the project to individual cities so that the information can be passed along to residents.

2. REPORT OUT FROM CLOSED SESSION OF NOVEMBER 21, 2019

The agency’s legal counsel, Joan Cassman, reported that no action was taken during closed session that convened on November 21, 2019 to discuss a public employee’s performance evaluation of the Executive Director in addition to real property negotiations concerning the Commute.org office lease.

3. CHAIR’S REPORT

Chair Lentz reminded the Board that new and returning Board members are required to fill out a Form 700. The forms are due to Commute.org staff by March 20, 2020.

Copies of the FY 2018/2019 Annual report were distributed to each Board member. Additional copies will be distributed upon request. The report has also been posted to the Commute.org website.

Chair Lentz provided updates in the ad hoc Strategic Plan Steering Committee. The committee met on December 11, 2019 at the Commute.org office to discuss short- and long-term goals for the agency.

4. RESOLUTION RATIFYING OFFICE LEASE AMENDMENT

Mr. Ford presented to the Board a resolution that ratifies the lease amendment for the agency’s existing office space located at 400 Oyster Point Blvd. in South San Francisco.

The agency’s lease at 400 Oyster Point Blvd. in South San Francisco is set to expire on June 30, 2020. The agency engaged CBRE to represent the agency on the negotiation of a lease amendment for the current space.

In closed session at the board meeting on November 21, 2019, the board of directors delegated authority to the Executive Director to negotiate and execute a lease amendment with the conditions
that the lease cost not exceed $350,000 for the three year period beginning on July 1, 2020 and that the Finance Committee be kept apprised of the negotiations.

At their meeting on January 27, 2020, the Finance Committee reviewed the status of the negotiations including the original offer submitted by CBRE on behalf of the agency and the counteroffer that the building owner’s representatives submitted to the agency on January 8, 2020. The committee reviewed and approved the Executive Director’s proposed counteroffer to the building owner’s terms. That offer was submitted by CBRE on behalf of the agency on January 28, 2020. The following day, the building owner’s representatives provided a final proposal which was deemed acceptable. The terms of the lease include:

- 38-month lease (beginning July 1, 2020 and expiring on August 31, 2023)
- 2,430 rentable square feet (RSF)
- $3.34 per RSF (avg over 38-month lease which includes 2 months abated rent)
- Tenant improvements (remove walls, relocate wiring, touch up paint) at no cost

The agency also negotiated a three-year renewal option which can be exercised by the agency within six-months of August 31, 2023.

It was moved by Mr. Romero and seconded by Mr. Bonilla to approve the resolution ratifying the office lease amendment. The resolution was approved on a roll call vote: 15 ayes, 0 nays, 0 abstentions, and 3 absent.

PASSED AND ADOPTED THIS 20th day of February 2020, by the following vote:

Ayes:
City of Belmont
City of Brisbane
City of Burlingame
Town of Colma
City of Daly City
City of East Palo Alto
City of Foster City
Town of Hillsborough
City of Millbrae
City of Pacifica
City of San Bruno
City of San Carlos
City of San Mateo
City of South San Francisco
County of San Mateo

Nays: None

Absent:
Town of Atherton
City of Half Moon Bay
City of Redwood City

5. SHUTTLE PROGRAM CALL FOR PROJECTS RESOLUTION IN SUPPORT OF APPLICATIONS

Mr. Ford presented an update on the San Mateo County Shuttle Program Call for Projects resolution in support of the Applications that will be submitted.

In the current Call for Projects, Commute.org is considered the primary sponsor for twelve (12) shuttle routes in San Mateo County. Commute.org has until 5:00 PM on February 21, 2020 to submit the applications. Commute.org’s total requested funding for the shuttle services application for the period July 1, 2020 to June 30, 2022 is $4,132,308, which accounts for 55.5% of the cost to operate the
twelve routes. The remaining 44.5% of the funds will be acquired through private sector partnerships, TFCA funding, and the Water Emergency Transportation Authority (WETA). The requested funding for the shuttle services application includes an anticipated 25% increase in cost of service with the current shuttle vendor.

For the applications to be finalized and funding to be approved, the Board is required to submit a resolution in support of the proposed shuttles.

*It was moved by Mr. Bonilla and seconded by Ms. Hurt to approve the Shuttle Program Call for Projects resolution in support of Applications for San Mateo County Shuttle Program Funding. The resolution was approved on a roll call vote: 15 ayes, 0 nays, 0 abstentions, and 3 absent.*

**PASSED AND ADOPTED THIS 20th day of February 2020, by the following vote:**

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6. MID-YEAR BUDGET REVIEW

Mr. Ford reviewed the status of the Commute.org’s current fiscal year budget (FY2019-2020). A copy of the mid-year budget review was included in board members’ packets. No budget adjustments were being requested at the time, as it was only an informational item. Mr. Ford mentioned that the agency is currently on track with the projected budget expenditures. Mr. Ford expects the agency to complete the fiscal year at or slightly under budget.

7. COMMUTER PROGRAMS REPORT

Ms. Kim Comstock, Commuter Programs Manager for Commute.org, presented a report highlighting activities of Commute.org’s commuter programs.

Ms. Comstock provided the Board with an overview and description of each commuter program being offered through the agency in 2020 to commuters who live, work, or commute through San Mateo County. Current commuter programs include Try Transit, Carpool and Vanpool Programs, Guaranteed Ride Home, STAR Store, and commuter challenges conducted quarterly and annually.

Bike to Work Day will take place on May 14, 2020. All nine Bay Area counties will be participating, and Commute.org will coordinate Bike to Work Day in San Mateo County, hosting over 50 energizer
stations throughout the county with the help of numerous volunteers, employers and Silicon Valley Bike Coalition.

Ms. Comstock reminded the Board that the U.S. 101 Alemany Project is planned for this summer. Commute.org has built personalized resources for both employers and commuters that include tips on how to prepare for the freeway closure as Caltrans plans to demolish and rebuild a segment of the deck of Highway 101 at Alemany Circle. Reminders of the U.S. 101 Alemany Project have been included in employer and commuter newsletters.

Ms. Comstock provided details on the annual commuter-focused campaign, known as the Commuter Challenge. Its intent is to encourage individuals to use alternatives to driving alone during the campaign period. Participants using alternative commute modes will have a chance to win weekly prizes by logging commute alternative trips each week during the months of April and May 2019.

Ms. Foote presented a micromobility analysis on data she has collected since starting her fellowship with Commute.org. Ms. Foote has collected data on micromobility programs and policies that exist in San Mateo County but has expanded her data analysis to include programs that exist nationwide.

Ms. Christianson asked Ms. Foote if she is keeping record of different micromobility programs and policies that each city in San Mateo County has. Ms. Foote clarified that she is keeping record of micromobility programs found at each city within San Mateo County.

8. **SHUTTLE PROGRAM REPORT**

Mr. Ford presented a report on Commute.org’s shuttle operations and activities for the first 7 months of FY 2019/2020.

Mr. Ford informed the Board that shuttle ridership increased 5.86% in Q2 compared to the same quarter of the previous year. The average cost per passenger for the quarter was $5.35, which is below the $8.00 metric set by the Transportation Authority.

Mr. Ford reminded the Board of the Hillsdale station closure that will occur in late Spring.

Mr. Ford mentioned that the annual shuttle rider survey will be conducted in March.

Mr. Ford informed the Board that Commute.org is participating on the Steering Committee for the TA Caltrain shuttle study.

9. **EXECUTIVE DIRECTOR’S REPORT**

Mr. Ford provided a summary of agency activities and updates on Commute.org programs since the November 21, 2019 Board meeting, which included the following:

Mr. Ford gave recognition to Mr. John Hoang who will be leaving C/CAG by the end of this month after accepting a new position with Contra Costa Transportation Authority. Mr. Hoang has been part of the Supervisory Committee since 2013, serving as Chair since 2017. In turn, Mr. Hoang expressed his gratitude for his opportunity to serve the community through the efforts of the agency.

Mr. Ford informed the Board that the Employer Programs Manager position has been filled. Ms. Virada Chatikul will be starting in March.
Ms. Roberts informed the Board that Commute.org is partnering with Spare the Air’s Resource Team to host this year’s annual symposium. The theme for this year’s event is “A Balancing Act”, where employers and transportation advocates will be invited to learn about topics concerning wellness and how commuter programs impact the health of employees and companies. The event will be on Thursday, March 11 from 9:00AM-1:00PM at Genesis in South San Francisco.

Mr. Ford informed the Board that many employers have invited the Commute.org outreach team to their Earth Day events.

Mr. Ford reminded the Board that the next Board meeting will be held on April 16, 2020.

10. ADJOURNMENT

The meeting was adjourned at 9:35 a.m. by Chair Lentz.

Respectfully submitted,

Betsy Juarez
CLERK OF THE BOARD