ROLL CALL

Board Members Present:
- Clifford Lentz, City of Brisbane
- Elizabeth Lewis, Town of Atherton (Alternate)
- 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: Dante Hall, City of Foster City

Guests: Justin Yuen, City of Brisbane
- Sebastian Petty, San Mateo County Transit District
- San Mateo County Resident

Staff in Attendance: John Ford, Executive Director
- Kim Comstock, Commuter Programs Manager
- Richard Fontela, Shuttle & Marketing Program Coordinator
- Maria Timofeyeva, Shuttle Program Administrator
- Rebecca Roberts, Programs Representative
- Cary Tipton, Programs Representative
- Cecily Foote, AmeriCorps Fellow
- Betsy Juarez, Office Administrator
- Joan Cassman, Agency Attorney

The September 19, 2019 meeting of the Commute.org Board of Directors was called to order at 8:05 a.m. by Board Chair, Jeffrey Lentz.
1. **CONSENT AGENDA**

   1. Minutes: June 20, 2019

   *It was moved by Ms. Davina Hurt, seconded by Mr. Reuben Holober, and unanimously passed to approve item one on the consent agenda.*

2. **CALTRAIN BUSINESS PLAN UPDATE**

   Sebastian Petty, Caltrain Director of Policy Development, provided an update on the 2040 Caltrain Business Plan. The Caltrain Business Plan is a long-range technical and policy document that outlines the future of the rail corridor.

   Mr. Petty stated that regional projections suggest a 40% increase of people living and working within 2 miles of each Caltrain station by 2040, representing an increase of 1.8 million people. Caltrain is moving ahead with what it’s calling a Moderate Growth Scenario, which is one of three alternatives that was analyzed as part of its business plan. The Moderate Growth Scenario envisions peak hour travel to include 8 trains in both directions every hour and a bullet train every 15 minutes. The increase in service is expected to increase ridership from 65,000 people a day to 150,000-200,000 by 2040. Mr. Petty added that Caltrain carries the equivalent of 4 lanes of traffic during peak commute hours. With the Moderate Growth scenario, Caltrain would carry the equivalent of 5.5 new freeway lanes of passengers during peak hours by 2040.

   Mr. Petty provided an overview on the level of capital investments that would be needed to complete the projects mentioned in the Caltrain Business Plan. There are $2.3 billion worth of projects that are already underway, primarily for electrifying the route.

3. **CHAIR’S REPORT**

   Chair Lentz stated that the nominations and elections of the Board Chair and Vice-Chair would be held at the November 21, 2019 meeting. Interested parties should submit their statement of interest notification to the Executive Director. Both positions have two-year terms.

   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 the Board members this fall. Mr. Ford’s performance evaluation will be on the November 2019 agenda.

   Mr. Lentz announced that there is currently one open position on the Mateo County Express Lanes Joint Powers Authority. An additional position will open later this year after Mayor Maureen Freschet announced that she will not run for reelection in 2020.

4. **APPOINTMENTS OF STRATEGIC PLANNING STEERING COMMITTEE**

   Chair Lentz advised that an ad hoc Strategic Planning Steering Committee was being formed. 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 at the regularly scheduled meetings of the Board of Directors.

   The following Board Members volunteered to serve on the Strategic Planning Steering Committee:
1. Cliff Lentz, City of Brisbane
2. Emily Beach, City of Burlingame
3. Davina Hurt, City of Belmont
4. Carlos Romero, City of East Palo Alto
5. Reuben Holober, City of Millbrae
6. Mike O’Neill, City of Pacifica
7. Rick Bonilla, City of San Mateo

5. APPOINTMENTS TO SUPERVISORY COMMITTEE

Chair Lentz advised the board that there are four candidates that have been recommended by their respective agencies to serve on the Commute.org Supervisory Committee. Two candidates are nominated replacements to fill out the existing terms and two are new candidates for open positions.

The following candidates seek appointment to the Supervisory Committee:

1. Nicole Scott, Senior Management Analyst, City of San Carlos
2. Jessica Stanfill Mullin, County of San Mateo
3. Justin Yuen, Assistant Engineer, City of Brisbane
4. Sue-Ellen Atkinson, Principal Transportation Planner, City of San Mateo

It was moved by Mr. Rick Bonilla, seconded by Ms. Shawn Christianson, and unanimously passed to appoint the nominated Supervisory Committee candidates.

6. APPOINTMENTS TO FINANCE COMMITTEE

Chair Lentz advised that Maria Saguisag-Sid’s departure from the Supervisory Committee left an opening on the Finance Committee for a member of the Supervisory Committee. The Finance Committee is comprised of three elected-official appointees from the Board or JPA members and two appointees from the Supervisory Committee.

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.

It was moved by Mr. Carlos Romero, seconded by Ms. Shawn Christianson, and unanimously passed to appoint Mr. Dante Hall to the Finance Committee.

7. JPA DISSOLUTION FORMULA RECOMMENDATION

Mr. Ford informed the Board that the Finance Committee discussed the implications of AB 1912 at its meetings on June 3, 2019 and August 26, 2019. Mr. Ford stated that he reached out to CalPERS for their input on the apportionment of retirement liability among the JPA member agencies. He also looked for actions taken by other JPAs that could serve as a guide. CalPERS was unable to provide guidance, and nothing turned up in the search for other JPAs that proactively adopted a dissolution formula. The Finance Committee reviewed the JPA membership structure and service provisioning model and did not identify a recommendable dissolution formula.

The Finance 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.

Ms. Shawn Christianson asked Mr. Ford to present a summary of different dissolution formulas that were discussed with the Finance Committee so the Board can assess the best option. Mr. Ford stated that he will prepare a presentation to discuss at a future Board meeting.

8. COMMUTER PROGRAMS REPORT

Ms. Kim Comstock, Commuter Programs Manager at Commute.org, presented highlights of the activities recently undertaken by the commuter programs team.

Ms. Comstock introduced the new Climate Corps AmeriCorps Fellow, Ms. Cecily Foote.

Ms. Comstock provided an update on the Carpool 2.0 Program. The Carpool 2.0 program incentivizes carpoolers who commute to from or through San Mateo County up to $100 by tracking their carpool trips through an approved app. The program began in October 2018 and will be open until December 2019. Ms. Comstock presented on the Carpool 2.0 Program results thru July 31, 2019: 1,371 users have been rewarded, 2.5 million miles have been logged, and 116,891 total one-way trips have been logged through an approved app.

During the months of September and October 2019, Commute.org will be conducting a Mid-Week Carpool Challenge. Commuters who carpool on Tuesday, Wednesday, or Thursday to and/or from San Mateo County and auto-track trips by linking their Scoop or Waze Carpool account to their STAR account will earn a chance to win a custom vacation package.

Ms. Comstock informed the Board that this year’s fall marketing campaign will be promoting the Guaranteed Ride Home (GRH) Program. The GRH program reimburses people who commute to a workplace in San Mateo County or students who commute to a participating college in San Mateo County for the cost of their ride home in the event they have an emergency or other qualifying circumstance. Qualifying participants will be reimbursed up to $60 per event, up to four times per calendar year. The program is being advertised on highway billboards, social media, and the exterior and interior of Samtrans buses.

Ms. Emily Beach inquired on how much is being spent on the GRH Program. Ms. Comstock clarified that the average reimbursement is approximately $30. Roughly 50 applications have been received throughout the first quarter of this fiscal year, but not all have been approved.

9. SHUTTLE PROGRAM MANAGER’S REPORT

Mr. Ford presented on the agency’s shuttle operations and activities.

Mr. Ford updated the Board on the shuttle ridership performance for FY 2018/2019. There was a total ridership of 590,500 representing a small decrease from the previous year. The decrease is primarily due to the DNOs experienced throughout the year.

Mr. Ford informed the Board that shuttle routes will be shifted to the Belmont Caltrain Station during the six-month Hillsdale station closure. New shuttle stop signs have been installed in the City of Brisbane and will soon be installed in Redwood City. Millbrae BART is coordinating new passenger pick-up/drop-off locations as construction projects are set to begin in Fall 2019.

Mr. Ford informed the Board that a new Call for Shuttle Projects will be taking place between
December 2019 and February 2020. Technical Assistance workshops will be held on Tuesday, October 1, 2019 at SamTrans central office to provide information to potential applicants and current recipients of shuttle best practices.

Mr. Ford reported that there continues to be ongoing service issue with the shuttle vendor due to a shortage of driver, with 35 DNOs reported for the month of August; however, August 2019 experienced an all-time high ridership.

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 and that Commute.org will submit a letter to MV exercising the option to extend for a minimum of two years.

10. EXECUTIVE DIRECTOR’S REPORT

Mr. Ford provided a summary of agency activities and updates in Commute.org programs since the last Board meeting.

Mr. Ford informed the Board that Commute.org will no longer manage the administrative support to the San Mateo Rail Corridor TMA beginning June 30, 2019.

Commute.org’s office lease expires at the end of June 2020. The lease has a one 3-year extension option available. Mr. Ford will provide an analysis of office space lease alternatives to the Finance Committee and recommendations will be shared at the next Board meeting.

11. ADJOURNMENT

The meeting was adjourned at 9:40 a.m. by Chair Lentz.

Respectfully submitted,

Betsy Juarez
CLERK OF THE BOARD