ROLL CALL

Board Members Present: Davina Hurt, City of Belmont
Clifford Lentz, City of Brisbane
Emily Beach, City of Burlingame
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
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
Richard Garbarino, City of South San Francisco
David Canepa, County of San Mateo

Supervisory Committee
Members Present: Dante Hall, City of Foster City
Shirley Chan, City of Daly City

Guests: None

Staff in Attendance: John Ford, Executive Director
Kim Comstock, Commuter Programs Manager
Virada Chatikul, Employer Programs Manager
Mary Thomasmeyer, Commuter Programs Representative
Richard Fontela, Shuttle Programs Coordinator
Rebecca Roberts, Employer Programs Representative
Betsy Juarez, Office Administrator
Cecily Foote, AmeriCorps Fellow

Joan Cassman, Agency Attorney

The April 16, 2020 meeting of the Commute.org Board of Directors was called to order at 8:03 a.m. by Board Chair, Cliff Lentz.
CONSENT AGENDA

1. Minutes: February 20, 2020
2. Acceptance of Financial Statements: January 2020
3. Approval of Board Meeting Schedule FY2020-2021

It was moved by Mr. Garbarino, seconded by Mr. Bonilla and unanimously passed to approve items one and three, and accept item two on the consent agenda.

1. CHAIR’S REPORT

Chair Lentz presented to the Board an update on the ad hoc committee meeting that was held on March 30, 2020.

Chair Lentz and Vice Chair Beach provided an update on the Highway 101 Managed Lanes Project and the Express Lanes Equity Study in respect to the implementation of tolls to drive on a public highway. The project aims at building a new lane in each direction of US 101 between Interstate 380 and Whipple Road. Construction was initially halted due to the impacts of coronavirus (COVID-19), but construction has resumed.

2. EXECUTIVE DIRECTOR’S REPORT

Mr. Ford informed the Board that three of the eight staff members are working on site as the office building remains open with limited services. Microsoft Teams and Zoom are being used extensively to communicate with staff that is working remotely. Agency functions are following standard procedures and shuttles are continuing to operate since they have been deemed essential as part of the public transit infrastructure. Commuter and passenger surveys have been postponed.

Mr. Ford notified the Board that the office lease extension was finalized in March. The Work Plan and budget for FY 2020-2021 is in development and will be presented to the Board at the June 18, 2020 meeting.

Due to the decreased traffic during the shelter-in-place period, the US 101 Alemany deck replacement project has been accelerated and will begin on April 25th.

The position of Employer Programs Manager has been fulfilled by Virada Chatikul, who started with the agency on March 4th. The Shuttle Program Specialist position has also been filled by a former intern, Alton Chen, who is scheduled to start on April 27th.

3. COMMUTER PROGRAMS REPORT

Ms. Kim Comstock, Commuter Programs Manager, presented a report on recent and upcoming activities of Commute.org’s commuter programs.

Commute.org traditionally runs an annual commuter-focused campaign, known as the Commuter Challenge, during the months of April and May. Its intent is to encourage individuals to use alternatives to driving alone during the campaign period. Ms. Comstock informed the Board that the 2020 Commuter Challenge has been postponed and will be moved to the Fall; however, a Spring Challenge will be conducted. The challenge is focusing on teleworking. Participants who log sustainable commute trips on STAR, including teleworking, will be entered into weekly drawings for a $25 e-gift card. Additional raffle drawing will be organized across multiple social media platforms.
Ms. Comstock informed the Board that Bike to Work Day has been postponed to September 24, 2020. She also announced that in recognition of National Bike Month (May), Commute.org is partnering with Silicon Valley Bicycle Coalition (SVBC) to offer a 5-week webinar series throughout focused on bicycling. The webinars will cover topics such as safety tips and bike commuting aimed to help bicyclers feel more confident as a rider. Participants who join the webinar will be entered to win SVBC memberships.

Ms. Comstock also informed the Board that the Carpool 2020 campaign program will continue to be offered to San Mateo County commuters, but marketing for the program has been suspended.

4. EMPLOYER PROGRAMS REPORT

Ms. Chatikul presented to the Board a report highlighting activities of the Employer Programs team.

Ms. Chatikul informed the Board that the annual employer symposium was held as an online event due to the increased concerns of the spread of COVID-19. The theme of the symposium was *A Balancing Act*, where HR team members and transportation professionals from around the region discussed topics on wellness and how commuter programs impact the health of employees and companies.

Ms. Chatikul notified the Board that all in-person Earth Day and outreach events have been cancelled.

Ms. Chatikul stated that the employer programs team is pivoting their messaging and programs to support the re-opening and recovery of businesses in San Mateo County. The employer team will also be increasing the frequency of the eNews communications with employers during the COVID-19 shelter-in-place period.

5. SHUTTLE PROGRAM REPORT

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

Mr. Ford informed the Board that there has been a significant reduction in shuttle ridership due to the shelter-in-place orders. Reduction in passengers started the week of March 9, a week before the shelter-in-place orders were announced. Most multi-vehicle routes will be reduced to one vehicle starting April 20th, but Brisbane and Oyster Point routes will remain as two-vehicle routes. The shuttle pass requirement has been suspended for Brisbane and South San Francisco routes.

Mr. Ford announced that the average daily ridership in March declined from 2,375 to 1,020 compared to the same month of the previous year.

Caltrain is operating on a modified schedule, only running 42 of their 92 daily trains. BART has reduced their schedules to 30-minute service and SF Bay Ferry has suspended their South San Francisco ferry route service.

Mr. Ford provided an update on the Call for Projects applications that were submitted in February. All Commute.org sponsored routes are on the recommended list for full funding; however, the San Carlos Commuter shuttle did not make the list. The funding agreements are expected to be ready for approval in May.

Mr. Ford informed the Board that the shuttle vendor underwent managerial changes on April 10th. The contract extension negotiations are still being discussed.
The Hillsdale Caltrain Station will be temporarily closed starting May 16th for the grade separation project.

6. **ADJOURNMENT**

   *The meeting was adjourned at 9:19 a.m. by Chair Lentz.*

   Respectfully submitted,

   **Betsy Juarez**  
   *CLERK OF THE BOARD*